



Humphry Davy School Privacy Notice (How we use student information)

Students Data Privacy Notice

We, Humphry Davy School, Coombe Road, Penzance, Cornwall, TR18 2TG, are the 'Data Controller' for the purposes of data protection law. Our Data Protection Officer is Glyn Pascoe (see 'Contact us' section below).

What is a 'privacy notice'?

It's your right under data protection law for you to be informed about how organisations use your child's data. A privacy notice is often called a 'fair processing notice' and is designed to inform individuals when data about them is collected, held and processed. This privacy notice is designed to explain how we collect, store and process student data.

The categories of student information that we collect, hold and share include:

- Contact details such as name, unique student number address, phone numbers, email addresses
- Date of birth
- Gender
- Country of birth
- Emergency contact information
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Curricular and other assessment information
- Medical information
- Education / School history
- Siblings and parent/carer details
- Relevant medical information
- Special educational needs information
- Exclusions, sanctions and behavioural information
- Post 16 learning information
- Destinations of those students who leave before the normal leaving age, or mid-year
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- CCTV

- Financial data
- Photos, video and audio information
- Usage data relating to interactions with our IT systems

We also process special categories of personal data that in some cases include:

- Race
- Ethnic origin
- Religion
- Health (including physical and mental health)
- Sexual orientation

Why we collect and use this information

We use the student data:

- to support student learning
- to monitor and report on student progress
- to administer transfers and admissions
- to provide appropriate pastoral care and wellbeing services
- to maintain financial records
- to assess the quality and performance of our services
- to safeguard students
- to comply with the law regarding data sharing
- to fulfil our statutory obligations (i.e. Health & Safety, School Census, Safeguarding, “Prevent” duty, etc.)
- to evidence work for exam boards
- to provide a careers and post sixteen advisory service
- to administer clubs, trips and visits
- to recognise, reward and celebrate student achievements
- to carry out and facilitate academic research
- to carry out statistical analysis
- to maintain an archive in the public interest
- to maintain home/school communication
- to carry out publicity and marketing related activities
- to facilitate and administer alumni communications
- to provision and maintain IT systems that are used in the above activities

The lawful basis on which we use this information

We collect and use student information under specific conditions where the relevant laws and regulations allow us to. The lawful bases we rely on to commonly process your data, as per Article 6 of the EU General Data Protection Regulation (GDPR), are:

Most commonly, we process it where:

- We are required to process data to deliver our service as a school
- We need to comply with a legal obligation
- We need it to perform a Public task

Less commonly, we may also process personal data in situations where:

- We have obtained consent to use it in a certain way
- We need it to fulfil a contractual obligation
- We need to protect the individual's vital interests (or someone else's interests)

We are not required to obtain or rely on consent for a number of data collection and processing activities, however, where we have obtained consent to use data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

You have the right to withdraw consent, where given, or object to direct marketing or fundraising communications. However, the School will retain some of your details in order to ensure that no more communications are sent to you.

Special category data (GDPR Article 9), processing is deemed necessary on the following bases:

- For the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject
- To protect the vital interests of the data subject or of another natural person
- Where the data subject has given explicit consent to the processing of those data for one or more specified purposes (as specified at the time consent is sought)
- for reasons of substantial public interest

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing student data

We hold student data for the times specified in the retention schedule (pages 37 – 56) from the Information and Records Management Society's toolkit for schools (available at <https://irms.org.uk/page/SchoolsToolkit>)

Who we share student information with

We routinely share student information with the list below. We only share the minimal data required for the service to be provided and suppliers go through a vetting process in order to be cleared for processing data for a specified purpose:

- Education institutions that the student's attend after leaving us
- Central government and our local authority (Cornwall Council) – to meet our legal obligations to share certain information with them, such as safeguarding concerns and exclusions
- The student's family and representatives – to meet our legal obligations and comply with relevant legislation
- the Department for Education (DfE)
- Educators and examining bodies – to meet our legal obligations and to support learning
- Our regulator, Ofsted
- Financial organisations – to enable them to provide the service we have contracted them for, such as bank account details to enable paying of invoices
- Health authorities – to provide appropriate pastoral care and to protect student welfare, such as attendance and medical conditions
- Health and social welfare organisations, such as Team Around the Child (TAC) & Multi-Agency Professionals – to meet our legal obligations and to provide appropriate pastoral care and to protect student welfare, such as attendance, attainment and medical conditions
- Professional advisers and consultants – to support student learning and enable them to provide the service we have contracted them for, such as progress, attainment and attendance
- Charities and voluntary organisations – to support student learning and welfare, such as behavioural and social and emotional characteristics
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with them, such as safeguarding and detection and prevention of crime
- Vetted cloud service providers
 - Show my homework (Satchel)
 - EPraise
 - FFT Aspire
 - Nationwide Retail Systems (Cashless Catering)
 - Parentmail+Pay
 - Wonde
 - RM
 - Hegarty Maths
 - Doodle

- o Renaissance Learning
 - o Micro Librarian
 - o Kerboodle
 - o Vocab Express
 - o MyMaths
 - o Mint Class
 - o Kudos
 - o Tootoot
 - o Motional
 - o PIXL
 - o Redstor
- School Nurse
 - NHS
 - Careers service

Where allowable and appropriate, data may be transferred outside of the EEA (European Economic Area) in accordance with the Data Protection Act 2018.

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/datacollection-and-censuses-for-schools>.

Youth support services (Students aged 13+)

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/nationalpupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact us using the information at the bottom of this notice.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

Complaints process

To make a complaint or discuss a situation where you believe your data may be being misused, please contact the school in the first instance, requesting to speak to the Data Protection Team.

The Information Commissioner's Office (ICO) can also receive complaints around data handling:

- Via their web form at: <https://ico.org.uk/make-a-complaint/>
- Via live chat on the ICO website
- By calling: 0303 123 1113
- In writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please in the first instance contact your school's Data Protection Team.

If you feel your concern has not been answered or you have an issue that needs to be escalated please contact our Data Protection Officer (DPO).

The school's Data Protection Team is:

Data Protection Representative	Gareth Armstrong	(Deputy Head)
Deputy Data Protection Representative	Jaysan Bunoomally	(Director of Operations)
Team email: Dataprotection@humphry-davy.cornwall.sch.uk		

Data Protection Officer:

Glyn Pascoe dpo@ict4.co.uk