



## GENERAL DATA PROTECTION REGULATION (GDPR) SUMMARY PRIVACY NOTICE 25-MAY-2018

### Who processes your information?

The Bishop's Stortford High School (TBSHS) is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that TBSHS upholds are imposed on the processor.

### Why do we collect and use your information?

TBSHS holds the legal right to collect and use personal data relating to students and their parents/carers, and we may also receive information regarding them from their previous school, local authority (LA) and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To decide who to admit to the school and maintain a waiting list
- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard students

### What data is collected?

The categories of student information that the school collects, holds and shares include the following:

- Personal information for students, parent / carer (such as name, unique student number, address, telephone number and email address)
- Information from parent / carer relating to identity, marital status, employment status, religion, ethnicity, language, entitlement to certain benefits, information about court orders in place affecting parenting arrangements for students
- Characteristics of students (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Any relevant medical information
- Information relating to special educational needs
- Attendance information (such as sessions attended, number of absences and absence reasons)

- Assessment information (such as national curriculum assessment results)
- Behavioural information (such as number of temporary exclusions)
- Post-16 learning information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to students at TBSHS and their families is stored in line with the school's Information Records Management (IRM) policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will the information be shared?**

The school is required to share students' data with the DfE on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about students in schools in England. TBSHS is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our students from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained. To find out more about the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

TBSHS will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares students' and parent / carer information with:

- Students' destinations upon leaving the school
- The LA
- The National Health Service (NHS)
- The DfE
- The Education and Skills Funding Agency (ESFA)

### **Youth support services - What is different about students aged 13+?**

Once our students reach the age of 13, we also pass student information to the 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/carers 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.