



## PRIVACY NOTICE FOR STUDENTS, PARENTS AND CARERS

### Who Will Own My Data Once I Submit It?

Cheshire West and Chester Council will be the joint data / data controllers with Bishop Heber High School

### Why Do You Need My Information?

We use the student data:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To access enrichment and extra-curricular activities
- To facilitate systems used in schools, such as cashless catering, sales and school communication systems
- To record student financial eligibility
- To safeguard students and ensure their welfare
- To publicise the school and its achievements
- To support the national child measurement programme to benchmark the prevalence of underweight, healthy weight and obese children
- To meet individual needs for the school entry assessments
- To support the flu vaccination programme
- To support the national vaccination Programme to protect against cervical cancer, tetanus, diphtheria and polio

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

- Personal information (such as name, unique student number, telephone numbers and address, photos)
- 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)
- Internal and external assessment information
- Exclusions/behavioural information
- Education history
- Relevant medical information
- Special educational needs information
- Post 16 learning information
- Safeguarding and welfare information
- Information related to school trips and activities at school, such as parental consents, dietary requirements and travel information



- Personal identification, such as passport and birth certificate
- CCTV footage, audio & video conferencing recordings and other information obtained through electronic means, such as smart card, swipe cards and door badges.

## What Allows You To Use My Information?

We collect and process student information as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation.

The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Student Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Students\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)

## Who Will My Information Be Shared With?

We routinely share student information with:

- schools that the students attend after leaving us
- our local authority
- the Department for Education (DfE)
- Awarding bodies and exam boards
- Tour companies providing school trips
- Social Services and linked agencies for health and welfare
- Police
- School photography companies
- Third Party learning providers, including virtual learning environments
- Third party student results and progress analysers
- Third Party service providers to help us to provide relevant services, such as school information management systems, careers advice, audio & video conferencing and professional auditors

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 the [Department for Education's website](#).

We are required by law, to provide information about our students to the Department for Education as part of statutory data collections, such as the school census and early years' census. Some of this information is then stored in the National Student Database.

Visit the [National Student Database \(NPD\) website](#) for further information on the National Student Database.

The Department for Education may share information about our students from the National Student Database 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

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 in compliance with the General Data Protection Regulation.

For more information about the department's data sharing process, please visit the [Department of Education's website](#).

### **Do I Have To Provide This Information And What Will Happen If I Don't?**

The majority of student information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data.

### **How Long Will You Keep This Data For And Why?**

We hold student data for in accordance with our data retention policy (IRMS Retention and Disposal Schedule).

### **How Will My Information Be Stored?**

Your information will be held on the school's information management system and backed up both to onsite servers and the cloud. The system is encrypted.

Any hard copies will be stored in locked filing cabinets.

### **What Rights Do I Have When It Comes To My Data?**

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Office at [dataprotection@bishopheber.cheshire.sch.uk](mailto:dataprotection@bishopheber.cheshire.sch.uk)

or by telephoning the school.

Details of our Right to Access / Subject Access Request Policy can be found at [www.bishopheber.cheshire.sch.uk](http://www.bishopheber.cheshire.sch.uk).

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.

## Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

- Email: [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk)
- By post: Data Protection Officer, Bishop Heber High School, Chester Road, Malpas SY14 8JD

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

## Will This Information Be Used To Take Automated Decisions About Me?

No

## Will My Data Be Transferred Abroad and Why?

Yes.

The school shares limited personal data with Renaissance including:

Student data:

- first and last name,
- gender,
- date of birth,
- year group,
- class or form group, and
- the student is currently on roll.

Staff data:

- title,
- first and last name
- they are a current member of staff



# BISHOP HEBER HIGH SCHOOL

RESPECT • OPPORTUNITY • ACHIEVEMENT



Renaissance provide online, reading progression services to the school (Accelerated Reader / Star Reading Test). Renaissance sometimes shares data with its parent company, Renaissance Learning Inc, in the USA to fulfil its services to the school.

The school has ensured appropriate contract clauses are in place to ensure data protection requirements are adhered to.

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