



# All Hallows RC High School

General Data Protection Regulations 2016

Privacy Notice

Date: November 2023

Review Date: June 2025

Governor Committee: Resources

# Privacy Notice (How we use information about you)

**This privacy notice explains how we collect, store and use personal data about pupils and you.**

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

- Personal information about you (such as name, unique pupil number and address)
- Characteristics about you (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Parental consent information about you (such as parental consent for trips, photographs and data exchange)
- Safeguarding information about you (such as court orders and professional involvement)
- Behavioural information about you (such as exclusions and any relevant alternative provision put in place)
- Attendance information about you (such as sessions attended, number of absences and absence reasons)
- Medical information about you (such as medical conditions, medical notes and emergency consent).
- Assessment information and Reports about you (such as assessment data collected, reports generated, internal and external examination results)
- Special Educational Needs information about you (such as special educational requirements and linked agencies)
- Exclusions/behavioural information about you (such as exclusions, behaviour and achievement points)
- Biometric information we hold about you will be used in catering and payment management systems

## Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to submit school census
- to keep children safe
- to comply with the law regarding data sharing
- to manage our catering and payment facilities

## **The lawful basis on which we use this information**

We collect and use pupil information under the Education Act 1996 (Census) and as guided by the Data Protection Act 1998 and the General Data Protection Regulations 2016. Our lawful reason for doing so is detailed at (Article 6) Legitimate Interest and Article 9b) of the GDPR 2016.

## Collecting pupil information

Whilst the majority of 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 legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## Storing pupil data

We hold data until pupils reach the age of 25 years old as dictated by the Education Act 1996

## Who we share personal information with about you

We routinely may share information about you with the following organisations:

- schools that the you attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS
- CAMHS
- Connexions
- the Diocese of Salford and Catholic Education Service (census)
- Partner Agencies (such as catering providers and IT service companies)
- Commissioned Providers (e.g. a charity or other organisation that we ask to provide services on our behalf)
- Healthcare Partners
- Greater Manchester Police (and other police forces where appropriate)
- Housing Providers
- Other Local Authorities
- Education Providers, including nurseries
- Greater Manchester Combined Authority
- Governments departments including Ministry of Housing, Communities and Local Government, Department for Works and Pensions,
- Office for National Statistics

## Why we share information about you

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

We share 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 pupils 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/data-collection-and-censuses-for-schools>.

## Youth support services

### Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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 / pupil once he/she reaches the age 16.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

## Requesting access to your personal data

Under GDPR, parents and pupils 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, contact Paula Iqbal at:-

**AllHallows.DPO-HRC@salford.gov.uk**

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

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

## The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils 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/national-pupil-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 pupil 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 pupil 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 pupils 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, contact the schools Data Protection Officer/Team; Mrs Paula Iqbal.

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

If you would like to discuss anything in this privacy notice, please contact:

Mrs Paula Iqbal – School Business Manager