



PUPIL AND PARENTS DATA PRIVACY NOTICE

Upton Hall School FCJ (“the School” or “we”) needs to collect information about its pupils and parents so that we can deliver education and meet the needs of the children that attend our School. This document has been prepared to tell you when we collect information about parents and pupils and why we need to do so. We call this document a “privacy notice” as it sets out how information is used by the School. It is the common name referred to a document which sets out this kind of information to individuals. We have prepared a more detailed Data Privacy Policy to explain in more detail the way we must use data and what we must do with it when we have it. This policy can be accessed on our website.

Under the law, the School is known as a “Controller” of the data it handles about individuals. This is because the School determines when and how we collect information and how it is to be used once collected.

We have appointed Ms C Morrison as our Data Protection Officer. You can contact our Data Protection Officer using the details set out at the bottom of this document.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- admissions to the School and sixth form
- bursary applications
- biometric information for our cashless catering service
- photographs and CCTV

This list is not exhaustive, and we reserve the right to amend and update this information to keep our parents and pupils informed.

Why we collect and use pupil and parent information

We collect and use pupil and parent information, for the following purposes:

- a) to support how we teach pupils and aid learning
- b) to monitor and report on pupil attainment progress to keep parents informed and to tailor learning support
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, medical conditions or emergency contact details)
- f) to meet the statutory duties placed upon us
- g) undertake research to ensure we offer the best learning environment that we can

- h) to provide information to the Department for Education and relevant Local Authorities as and when required by the law
- i) to deliver provision as required under a pupils Education, Health and Care Plan
- j) to process application to our sixth form
- k) e-mails to communicate with parents and others involved in the education and care of the pupil

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of delivering pupil education in accordance with the legal basis of performing a task in the public interest
- to meet a legal obligation placed on the school to collect information on attendance, admissions and other areas as prescribed by laws
- in the vital interests of pupils or parents to ensure we can react speedily in certain circumstances that require immediate responses
- consent when we are processing biometric finger print data for our cashless catering services or using images of children on our website, in our prospectus or through social media channels that we maintain

In addition, concerning any special category data:

- when there is a substantial public interest to share information with a multi-disciplinary team to protect the welfare of a pupil
- when we have explicit consent to process biometric data for cashless catering services
- when we are establishing or defending our legal rights.

How we collect pupil and parent information

We collect pupil and parent information when a pupil joins our school through initial admissions paper work. We also track pupil progress during their time through homework, classwork and assessments. Information may also be collected through applications and use of our computers so that we can monitor performance of pupils. In particular we monitor IT use to ensure pupils are kept safe and do not access unsuitable material or third party website which could risk their welfare.

Pupil and parent information is essential for the schools' operational use. Whilst the majority of pupil and parent information provided to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store pupil data

We hold pupil data securely for the set amount of time in accordance with recommended retention periods. The School has adopted the Information and Records Management Society's recommended retention periods for schools. A copy is appended to our Data Privacy Policy which is on our website or can be requested in hard copy form from our Data Protection Officer.

We store information on paper based files and electronically on computers and our network.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- relevant local authorities
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- SIMS to collate and manage pupil and parent information
- SISRA to monitor pupil performance
- Our IT network operator

- Google as our e-mail account provider
- Homework/Curriculum applications
- UCAS for university applications
- Unifrog, START, Uexplore for careers and aspiration management
- Medical professionals
- Police

Why we regularly share pupil information

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

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

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via **AnycommsPlus** and is stored by the Local Authority and held in accordance with the suggested retention periods which are appended to our Data Privacy Policy available on our website.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with 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:

- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the youth support service via **AnycommsPlus** and is stored by the Local Authority and held in accordance with the suggested retention periods which are appended to our Data Privacy Policy available on our website.

For more information about services for young people, please visit our local authority website.

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 regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely **SECURE ACCESS** 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 below.

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 our data protection officer.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Ms C Morrison, Upton Hall School, Upton, Wirral CH49 6LJ. Tel: 0151 677 7696 email: cmorrison@uptonhall.org

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers

- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

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

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

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