

## **Privacy Notice – (How we use pupil information)**

In this document the **Holmes Chapel Comprehensive School & Sixth Form**, is referred to as ‘we’ or “our” Pupils are referred to as “you” or “your”

To run the school and help learning and achievement, we collect and use information about pupils.

Much of the information we collect is classed as ‘personal data’ and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR). These rules were brought into UK law in the Data Protection Act 2018.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

### **What Information do we collect and use about pupils?**

We collect many different categories of information, for example:

- Personal details
- Contact details
- Family details
- Admission records
- Attendance records
- Absence details
- Behaviour records
- Behaviour management records
- Academic progress
- Examinations details
- Trips and visits
- Extra-curricular activities
- Photographs of you
- Images from CCTV
- Files, messages, documents and artwork you have produced
- Records of discussions with members of staff
- Records of your use of school IT systems

In some cases, we will also have:

- Information about consultation with other professionals
- Information about support provided for your learning
- Records of any school equipment loaned to you

Some of the personal data we keep is given greater protection and is known as special category personal data. Special category data includes information about your ethnic origin, religious affiliation as well as any information about health conditions or medical treatment.

Special category data that we collect and use about you includes

- Information about health conditions
- Information about sickness related absences
- Information about your ethnic origin

## **Why we collect and use this information**

We use the information

- To support the admissions process
- To support your learning
- To monitor and report on your academic progress
- To enable you to take part in exams
- To provide appropriate pastoral care
- To help us manage any health conditions that may affect your learning
- To comply with our legal obligations to share information
- To check the quality of our services

## **The legal basis for using this information**

Based on the reason we are using your personal data; our use will be legal due to one of the following:

- Informed consent given by your parent or legal guardian [Article 6(1)(a)]  
For example: The use of your photographs on our website
- To meet a legal requirement [Article 6(1)(c)]  
For example: Providing information for the Department for Education Census
- To protect the vital interests of you or someone else [Article 6(1)(d)]  
For example: Giving your family details to emergency services
- Delivering a public task [Article 6(1)(e)]  
For example: Recording your attendance at school each day

Where we use special category data, our use is legal due to one of the following reasons:

- Explicit informed consent given by you or your parent or legal guardian [Article 9(2)(a)]  
For example: Using your fingerprints to identify you to our IT systems
- We are legally obliged to collect and use it [Article 9(2)(b)]  
For example: Information about your ethnic origin or any disability
- To protect the vital interest of you or someone else [Article 9(2)(c)]  
For example: Giving detail of health conditions to the emergency services

- Because it is part of delivering a public service [Article 9(2)(g)]  
For example: Holding data on any medical condition so that we can help you manage it

### **Storing your personal data**

Most of the personal data that we collect, and use is added to your Educational Record. This record is kept while by the Academy.

Some personal data is kept for different lengths of time. For example:

- Records of your admission to the school are kept permanently. We do this as pupils often ask us to confirm the dates that they attended one of our Academies.
- Detailed information about your daily attendance is kept for three years
- Information about free school meals is kept for the current year and 6 years afterwards

If you'd like to know how long we keep a specific piece of personal data, please contact the Data Protection Administrator whose details can be found at the end of this Privacy Notice.

### **Sharing your personal data**

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- Cheshire East Council
- The Department for Education
- The National Pupil Database
- Examining bodies
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers
- Press and the media

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

### **Your rights to your personal data**

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data.

Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Administrator.

### **The right to be informed:**

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

### **The right of access to your personal data**

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Administrator whose details can be found at the end of this Privacy Notice.

### **Other rights**

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this as request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Administrator.

### **Parents or Guardian's rights to access your personal data**

If you are under 12 and request access to your personal data, we will usually ask your parents or guardian to confirm that we can release it to you. Your parents or guardian can also ask to see the personal data we hold about you directly.

If you are over 12 and request access to your personal data, we will release this to you. Parents or guardians do not have an automatic right to access this data and we will seek your consent to share if required.

### **Consent for Biometric Identification**

There are extra rules for giving consent for the use of biometric information. This means things like fingerprints used in a catering system. For us to use this information we must have permission from a parent before we use your biometric data while you are under 18. Once you reach the age of 13 you have the right to withdraw the consent to use the biometric data.

**Who to contact:**

The school is the has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller.

We recommend that you contact the Data Protection Administrator:

Name of Person: Neil Barnett

email address: DPA@HCCS.INFO

Contact number: 01477 410 500

Contact address: Selkirk Drive, Holmes Chapel, Cheshire CW7 4DX

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: **GDPR Sentry Limited**

email address: **Support@gdprsentry.com**

Contact number: **0113 8042035**

Contact address: **Unit 434, Birch Park, Thorp Arch Estate, Wetherby, LS23 7FG**

If you have any questions about this privacy notice, please contact the data protection administration or the Data Protection Officer.

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/> or call 0303 123 1113.