

# GDPR privacy notice for pupils and their families

## Who processes your information?

Meols Cop High School 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 pupils and their families is to be processed. **Wes Abram** acts as a representative for the school with regard to its data controller responsibilities; he can be contacted on **01704 531180 ext. 324** or **abram-w@meolscop.co.uk**.

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 Meols Cop High School upholds are imposed on the processor.

## Why do we collect and use your information?

Meols Cop High School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 (1) (e) and Article 9 (2) (b) of the GDPR.
- Section 537A of the Education Act 1996.
- Section 3 of the Education (Information about Individual Pupils) (England) Regulations 2013.
- Section 83 of the Children Act 1989.

In accordance with the above, and the EU general data protection regulation 2016/679 (GDPR) which will take effect from the 25<sup>th</sup> May 2018 (including Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data') the personal data of pupils and their families is collected and used for the following reasons:

- **To support pupil learning**
- **To monitor and report on pupil progress**
- **To provide appropriate pastoral care**
- **To assess the quality of our service**
- **To comply with the law regarding data sharing**
- **To support you to decide what to do after you leave school.**

## Which data is collected?

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

- **Personal information – e.g. names, pupil numbers and addresses**
- **Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility**
- **Attendance information – e.g. number of absences and absence reasons**
- **Assessment information – e.g. national curriculum assessment results**
- **Relevant medical information**
- **Information relating to SEND**
- **Behavioural information – e.g. number of temporary exclusions**

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. In order to comply with the GDPR we 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 pupils at Meols Cop High School and their families is stored in line with the school's GDPR Data Protection 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.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

### **Who do we share pupil information with?**

We routinely share pupil information with:

- Schools or colleges that the pupils attend after leaving us.
- Our Local Authority (Sefton Council) and their commissioned providers of local authority services.
- The Department for Education (DfE)
- The school nurse
- Third party software providers.

We may also share limited pupil data with local schools to enable the moderation of pupil assessment outcomes and to support collaborative working through joint analysis.

### **Why do we 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.

In order to meet statutory requirements around appropriate education provision, and to fulfil safeguarding requirements, we share information about school history, and the latest known pupil and parent address and contact details in the event of a Child Missing Education, or becoming Electively Home Educated. This information also supports the in-year admissions process.

We share pupil's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the pupil 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>

### **The National Pupil Database (NPD)**

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Meols Cop High School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD as permitted in the Education (Information About Individual Pupils)(England) Regulation 2013. The DfE may share information about our pupils from the NDP 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 NDP 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 data

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-use-guide-and-supporting-information>

To be granted access to pupils 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 more 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>

### **Connexions Services**

Once our pupils reach the age of 13, we are required by law to pass on certain information to our LA or the named provider of youth support services (Connexions), who are responsible for the education or training of 13-to-19-year-olds under section 507B of the Education Act 1996.

We must provide both yours and your parents' names and address, and any further information relevant to the support services role; this will include telephone contact details.

This enables the local authority to provide services as follows:

- Youth support services
- Careers advice and guidance

Parents/ Guardians are able to request that only their child's name, address and date of birth are passed to the LA or the named provider of youth support services (Connexions), by informing **Meols Cop High School** via **email or letter**. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents.

Connexions is provided by Career Connect as the national careers service prime contractor for the North West (excluding Greater Manchester). If you require more information on hoe Connexions use your information please go to:

<https://careerconnect.org.uk/Privacy-Policy-i55.html>

### **Aged 14+ qualifications**

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

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.

### **Our 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.

Sefton Council has a legal responsibility to track all young people up to the age of 19 (and young adults with learning difficulties or disabilities up to the age of 25). The purpose of collecting this information is to assist the planning of education and training for young people and the support services they require. Sefton Council will inform us of your current activity once you have left the school. This is in relation to education, training, employment with training you may be undertaking and whether you are NEET (not in Education, Employment or Training). Some of this information is then shared with the DfE who use the information to plan at a national level.

This enables them to provide services as follows:

- post-16 education and training provision
- youth support services
- careers advice and guidance

For more information about services for young people, please go to:

<https://www.sefton.gov.uk/schools-learning/education-and-training-for-young-people-aged-14-19-years.aspx> or Sefton's Web Site [www.sefton.gov.uk](http://www.sefton.gov.uk).

### **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 to be given access to your child's educational record, contact Mr Wes Abram on [abram-w@meolscop.co.uk](mailto:abram-w@meolscop.co.uk)

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Meols Cop High School uses your personal data.
- Request access to the personal data that Meols Cop High School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- Claim compensation for damages caused by a breach of the Data Protection regulations.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Meols Cop High School and/or the DfE is collecting or using your personal data, you should raise your concern with us in the first instance or you can raise a concern directly with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm or at:

<https://ico.org.uk/concerns/>

### **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website ([www.meolscophighschool.co.uk](http://www.meolscophighschool.co.uk)) or download our GDPR Data Protection Policy.

**Contact:**

If you would like to get a copy of the information about you that Sefton Council shares with the DfE or post-16 providers or how they use your information, please contact:

Information Management and Governance Lead

Sefton Council

Merton house

Stanley Road

Bootle

L20 3UU

E-mail: [ino.information@sefton.gov.uk](mailto:ino.information@sefton.gov.uk)

You can also visit the Sefton Council website if you need more information about how Sefton Council use and store your information. Please go to:

<https://www.sefton.gov.uk/your-council/open-data-transparency-and-foi/data-protection-freedom-of-information-and-re-use-of-council-data/data-protection.aspx>

To contact the DfE:

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