

# Privacy Notice (How we use student information)

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

- Personal information (such as name, unique pupil number and address, parent/carer)
- 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)
- Assessment information
- Medical conditions
- Special Educational Needs and Disability
- Behaviour and exclusions
- Education/school history
- Siblings information

## Why we collect and use this 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 safeguard students

## The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
  - (c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

2. Paragraph 1 shall not apply if one of the following applies:

- (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (Wales) Regulations 2007 - Regulation 4 'Provision of information by schools maintained by local education authorities to their local education authorities' states 'Within fourteen days of receiving a request in writing from the local education authority by which a school is maintained, the governing body must provide to the authority in machine readable format, through a secure internet website provided for that purpose by the Welsh Ministers, such of the information referred to in Schedule 2 to these Regulations as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Welsh Government.

Children's Act 1989 – Section 83 – places a duty on authorised bodies to conduct research.

## **Collecting student information**

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

## **Storing student data**

We hold student data for the duration of time each the child remains a student of Hawarden High School.

## **Who we share student information with**

We routinely share student information with:

- schools that the student's attend after leaving us
- our local authority
- the Welsh Government
- NHS/school nurse
- Third party professional services i.e. Social Services, Social Care Teams

## **Why we share student information**

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

We share students' data with the Welsh Government on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

## Requesting access to your personal data

Under data protection legislation, parents and students 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 school office.

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/>

## How we use recordings of telephone calls

### Collecting personal data

Hawarden High School records all incoming and outgoing telephone calls.

When a telephone call is recorded we collect:

- a recording of the conversation
- your telephone number

### Using this personal data

Call recordings will be used:

- to assist in quality monitoring of staff
- to investigate and resolve a complaint
- for the detection, investigation and prevention of crime

### Sharing of this data

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

Your personal data will only be shared with someone we know is acting on your behalf when we have your prior consent to do this.

## Sharing data under Data Protection legislation

We may be required or permitted, under Data Protection legislation, to disclose your personal data without your explicit consent, for example if we have a legal obligation to do so, such as for:

- law enforcement
- fraud investigations
- criminal prosecutions
- court proceedings

## Our legal basis for collecting and sharing personal data

Recording of calls is necessary to protect the interests of you, our staff or both. You may request that your call isn't recorded. In this situation, you will be advised to contact us either **in writing** or by **email**.

## Retaining personal data

Recordings are kept securely and confidentially deleted after 30 days. At the end of the retention period, we may retain any relevant information where it is required or appropriate to do so.

## Contact

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

Mrs S Sant  
School Business Manager  
Hawarden High School  
The Highway  
Hawarden  
Flintshire  
CH5 3DN