



The Heys School

Heys Road, Prestwich, Manchester. M25 1JZ
T | 0161 773 2052

Dear Parents/Guardians,

New General Data Protection Regulation (GDPR) Privacy Notice (How we use your information)

At The Heys School, we aim to provide a positive, aspirational learning environment to support all our students to ensure they reach their full potential. In order to achieve this we need to work in partnership with parents, students, governors, the Local Authority and carefully selected outside agencies.

We are the Data Controller for the purposes of the General Data Protection Regulation (GDPR) and the personal data we hold is used to support teaching and learning, monitor and report on your child's progress, provide appropriate pastoral care and assess how well your child is doing.

Due to new GDPR regulations with effect from May 2018, schools must now provide parents with an opportunity to opt in or out of any data sharing. We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. However, we are required by law to pass some of your information to the Local Authority (LA) and the Department for Education (DfE)

What information is collected and why?

We collect personal information such as names, addresses, unique pupil numbers.

We collect emergency contact information including names, addresses, mobile numbers and email addresses. We use this data to communicate via letter, telephone, SMS and email. Electronic communication is facilitated by the Parentmail application.

We collect ethnicity information, special education needs, meal preferences and travel arrangements for use in the School Census and Local Authority data captures.

We collect medical information and food allergy information in order to provide appropriate care within school.

As part of our catering system, we enrol student finger data using a biometric sensor, which reads between 50 and 130 points on the finger and processes the result through a computer algorithm to output a reference number unique to your child. The biometric scans are used only in relation to school services and it is not possible to rebuild a forensic style 'fingerprint' from the data we collect nor is the data registered shared with any other agency or organisation.

We periodically collect Target and Assessment data in order to assess progress and identify additional areas of development that may be needed, and to support learning.

We collect attendance information, such as session attended, number of absences and the reasons why, this helps us to identify concerns, support learning and to comply with the law.

We collect behavioural information including exclusion data to help us to identify concerns, support learning and to comply with the law.

How is data collected?

We ask for Data Sheets and Consent Forms to be completed by parents, both as paper forms and via the schools SIMS Parent App. Admission forms are completed for every child on roll to provide the school with personal information. We can also receive electronic data transfers from previous or primary schools via the DfE's Secure Access site providing previous attendance history and KS2/Target data, etc. Staff

Headteacher | Miss R Evans, BA (Hons) NPQH

Realising Greatness

The Heys School is a member of The Rowan Learning Trust.
Reg Office: Carr Lane Wigan WN3 5NY
Company Number: 8010464 | VAT Registration Number: 134 6833 09





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complete digital marksheets and reporting software to provide progress and assessment data, which is then reported to parents through the SIMs Parent App.

How will the information be used?

We take your privacy seriously and data is only used in conjunction with providing the best possible care and education for your child. It is used to assess learning, to set up user accounts to assist with personalised learning, to facilitate home-school communication and emergency information so we can contact parents.

The lawful basis on which we use this information.

We collect and use pupil information under Article 6 and Article 9 of the GDPR lawfulness of processing which identifies criteria when data can be used to protect the vital interests of the data subject or other persons.

Collecting Pupil information.

Whilst the majority of pupil 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 (this is indicated on the pupil admission form).

Storing Pupil data

Pupil data is retained for 15 academic years, from the date pupils leave.

Who will it be shared with?

We routinely share pupil data with:

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for education
- Examination boards

We also utilise software and applications with whom we may share information with. Any third party that we share your data with has been rigorously checked and their adherence to GDPR confirmed. The list of who we currently share information with can be found on our school website or on request. This list is updated regularly. You have the right to 'opt' out of your/your child's data being shared with these services but refusal to share information with any of them could have a negative effect on your child's educational experience. Please contact the school in order to do this.

Why 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.

We share pupils' 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.

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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 via the 'consent form'. This right is transferred to the child / pupil once he/she reaches the age 16.

The National Pupil Data Base (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

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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, please contact Mrs Evans, Headteacher.

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 the school office.

Consent

Please complete the School Consent for to indicate your preferences with regards to the following:

- Youth Services permission
- Exhibition of pupil work
- Photographs/film
- Biometrics
- School trips
- Sex education
- Internet usage
- Mobile phones

Once you have completed this form it will be held on record, if at any time you wish to update these preferences please contact the school and a new form will be provided, which once complete will replace the previous record.

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