

The logo features a stylized cross or four-lobed shape in blue and yellow, set against a blue background with a grid pattern.

Sandbach High School & Sixth Form College

GDPR privacy notice for Parents and Carers

Schools are currently required to inform pupils and their families about how their personal data may be used and collected. This requirement will remain once the General Data Protection Regulation (GDPR) comes into effect on 25 May 2018.

Who processes your information?

Sandbach High School & Sixth Form College 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. The Headteacher acts as a representative for the school with regard to its data controller responsibilities; they can be contacted at the school on 01270 765031.

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 the school upholds are imposed on the processor.

The School Business Manager and SIMS Manager are the Data Protection Officers. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officers can be contacted on 01270 765031.

Why do we collect and use your information?

Sandbach High School & Sixth Form College 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, Local Authority 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 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, 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 how the school is performing**
- **To comply with the law regarding data sharing**

Which data is collected?

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

- **Personal information – e.g. names, pupil numbers and addresses**
- **Characteristics – e.g. ethnicity, language, nationality, country of birth, free school meal/pupil premium eligibility, bursaries**
- **Attendance information – e.g. number of absences and absence reasons**
- **Curriculum/Assessment information – e.g. programmes of study, national curriculum assessment results, exam results**
- **Relevant medical information (which may also be shared with the School Nursing Service commissioned by the LA)**
- **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. When collecting data, the school 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 Sandbach High School & Sixth Form College and their families is stored in line with the school's **GDPR Data Protection Policy** which is available on the school website.

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 and is deleted securely.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

Personal information – e.g. names, pupil numbers and addresses

Characteristics – e.g. ethnicity, language, nationality, country of birth, free school meal/pupil premium eligibility, bursaries

Attendance information – e.g. number of absences and absence reasons

Curriculum/Assessment information – e.g. programmes of study, national curriculum assessment results, exam results

Information relating to SEND

Behavioural information – e.g. number of temporary exclusions

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Sandbach High School & Sixth Form College 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. 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.

Sandbach High School & Sixth Form College will not share your personal information with any third parties without your consent, unless the law allows us to do so in order to support the education of your child (public interest).

Once our pupils reach the age of 13, we are required by law to pass on certain information to our Local Authority, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of pupils who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the Local Authority, by informing **Sandbach High School & Sixth Form College** via **email or letter**. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit our Local Authority's (Cheshire East) website.

We are also required to pass certain personal information to careers services once pupils reach the age of **16**.

Subject access requests

Under GDPR pupils and parents have a right to request access to information the school holds about them. This is known as a subject access request.

Subject access requests must be submitted in writing, either by letter, email or fax. Requests should include:

- The pupil's name
- A correspondence address
- A contact number and email address
- Details about the information requested

The school will not reveal the following information in response to subject access requests:

- Information that might cause serious harm to the physical or mental health of the pupil or another individual
- Information that would reveal that the child is at risk of abuse, where disclosure of that information would not be in the child's best interests
- Information contained in adoption and parental order records
- Certain information given to a court in proceedings concerning the child

Sandbach High School & Sixth Form College will respond within one month as per ICO regulations and in line with GDPR.

Parental Requests to see the educational record of their child

Parents of pupils at this school do have an automatic right to access their child's educational record. The school will decide on a case-by-case basis whether to grant such requests.

What are your rights?

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 **Sandbach High School & Sixth Form College** uses your personal data.
- Request access to the personal data that **Sandbach High School & Sixth Form College** 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.

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 **Sandbach High School & Sixth Form College** and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

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.sandbachhigh.co.uk or download our **GDPR Data Protection Policy**.