

# Appendix 2a: Privacy Notice 1

## PRIVACY NOTICE FOR STUDENTS

### Overview

You have a right to be informed about how the school uses the personal data we hold about you. This Privacy Notice for Students explains how and why we collect, hold and share your personal data and what information that is.

### *The Personal Data we hold*

Highgate Wood School gets personal information from you and your family and may receive information about you from your previous school, from the Local Authority and from government agencies like the Learning Records Service.

We also maintain a record of your attendance, attainment, achievements and conduct at school which forms part of a wider educational record of information about you that we keep.

This information includes:

- your home contact detail
- the results of teacher assessments,
- tests and public examinations you have taken,
- your attendance and punctuality record,
- your behavior and conduct record,
- your photograph,
- your unique pupil number,
- any medical conditions you have,
- any special educational needs,
- certain personal characteristics like your ethnic background, your gender, age and date of birth
- your free school meal and pupil premium eligibility
- CCTV recordings

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

We use your personal data to help you learn, achieve, stay healthy and keep safe in school.

Your data is used to:

- Support your learning
- Monitor your progress
- Assess whether you or your teachers require extra help
- Inform your parents\carers of your achievements
- Provide appropriate pastoral care
- Look after your general well-being
- Comply with our legal requirements around data sharing
- Provide you with personalized access to online facilities and the school network
- Get in touch with your parents\carers when we need to
- Track how well the school as a whole is performing

### *The legal basis for the school using your information*

In accordance with data protection law, Highgate Wood School will only process personal information when there is a clear and legal basis to do so.

- ◆ Most often the legal basis for us handling your personal data is in our exercise of official authority as a state school to carry out tasks in the **public interest** (in order to provide you with an education).
- ◆ There are times when the most appropriate legal basis for us processing data is under our **legal obligation** in order to comply with the statutory obligations we have as a school.
- ◆ In relation to the transfer of the small amounts of personal data that are shared with 3rd party providers to enable the online tools and facilities that we use **legitimate interest** provides the legal basis for the sharing of your data. This is considered most appropriate where data is being used in ways that are reasonably expected and have a minimal privacy impact.
- ◆ Less commonly we may have to share data for reasons of **vital interest** to protect you (or someone else)
- ◆ On occasions we will collect, use or share personal data on the grounds of **consent**. Where this is the case you will be informed and should be confident that you are aware that your consent can be withdrawn at any time (see below).

### *Providing personal information voluntarily*

Whilst the majority of personal information we hold and process is mandatory there will be instances when you provide access to personal information voluntarily. We will inform you whether you are required to provide certain information to us or if you have a choice in this. Where there is a choice, it is important you understand that your consent needs to be sought and given freely, without pressure, and that you are entitled to withdraw that consent at any time.

### *Storing personal information*

We collect and store personal information about students who are currently attending our school and are required to retain some information beyond then. There is a statutory requirement on schools to keep some personal data on its students for different periods of time (in some cases until the ex-student is 25 years old.)

[The Information Management Toolkit for Schools](#) provides an outline of what information schools are required to retain and for how long. This publication forms the basis of the school's own Record Management Policy.

Personal data that is no longer active but still needs to be retained is archived securely. Access to archived material is more restricted than personal data that is being actively used.

Some personal data is retained for internal processes so that the school is able to carry out analysis on its effectiveness with different cohorts of students. Where this is the case the data will be stripped of identifiers and anonymized to the extent that it would be impossible to identify any single individual within those data sets.

### *Sharing student information*

We will not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required or necessary (and it complies with data protection law) we may share some of your personal information with:

- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information with it, including census returns
- Your family or representatives
- External educators and examining bodies
- Ofsted and other statutory regulators
- Suppliers and service providers – to enable them to provide the service we have contracted them for

### *Why we share student information*

#### *National Pupil Database*

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) if you have any questions about the database.

#### *Youth support services*

Once you reach the age of 13, we are legally required to pass on certain information about you to Haringey Council as local authorities have responsibilities regarding the education or training of 13-19 year-olds. This information enables the council to provide youth support services, post-16 education and training services, and careers advisers. Your parents/carers, or you once you are 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Haringey Council.

#### *Third Party Suppliers and Service Providers*

We share some of your data with third party suppliers. These include, or have included, SAM Learning (for revision resources), Wisepay (for online payments), e-praise (for sharing behavior, achievement, attendance information online), Show My Homework (for setting Homework online), London Grid for Learning (for student email, Office 365 accounts), Parentmail (for text and email communications with home).

The school takes steps to ensure that all these third party suppliers and service providers are compliant with current data protection legislation. Where appropriate we will also provide links to the third party's privacy notices and other relevant data protection information.

## Your rights

### *Requesting access to the personal information we hold about you*

Under data protection legislation, students, staff, parents and others have the right to request access to information about them that we hold. To make a request for your personal information, or for a parent\carer to be given access to their child's educational record, contact the school's Data Protection Officer at [dataprotection@hws.haringey.sch.uk](mailto:dataprotection@hws.haringey.sch.uk)

All data subjects 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 Highgate Wood School's collection or use of your personal data we request that you raise your concerns with our data protection officer in the first instance.

### *Complaints*

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong. You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

Online by visiting <https://ico.org.uk/concerns/>

By phone by calling: 0303 123 1113

Or by writing to: Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF

### *Contact us*

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: [dataprotection@hws.haringey.sch.uk](mailto:dataprotection@hws.haringey.sch.uk)

Our current data protection officer is Tristan Ashman