

Hanson School Student Privacy Notice

We collect and use personal data relating to students and their families under the principles of the General Data Protection Regulations (GDPR).

Hanson School is the Data Controller of the personal information you provide to us. This means the school determines the purpose for which, and the manner in which, any personal data is to be processed.

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 or our policies requires the School to share your data. Where the School outsources data to a third-party processor, Hanson School has sought assurances from the processor to ensure they process data in line with the GDPR and the privacy rights of individuals.

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special education needs
- Exclusion information
- Details of any medical conditions, including physical and mental health and accident information
- Attendance information
- Safeguarding information

- Details of any support received, including care packages, plans and support providers
- Use of internet and ICT resources in school
- Photographs
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department of Education.

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 GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Why we collect and use this information

We collect and use personal data set out under the GDPR and UK law. We use this data

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To protect student welfare
- To safeguard students
- To enable students to take part in national or other assessments and to publish the results of public examinations or other achievements of students
- To assess the quality of our services

- To share news about our work and promote our services
- To enable us to carry out specific functions for which we are responsible
- To comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use student information as set out in the Education Act 1996 and Regulation 5 of the Education Regulations 2013. To conform to GDPR, any information the school processes fulfils one of the following requirements from Article 6 of the GDPR:

- Legal Obligation
- Public Interest
- Vital interest of the data subject, or another person
- Contractual Obligation

Where we process special categories of personal data we do so under obligations covered in Article 9 of GDPR:

- A substantial public interest

Where the above do not apply the school will seek consent for specific purposes in line with Article 6 1a of the GDPR. This will be done in writing and will clearly define the uses of personal information and ask for consent for each and every use.

Some of the reasons listed above for collecting and using personal data will overlap, and there may be several grounds which justify our use of this data.

Storing student data

Where information stored forms part of a student's statutory education record, The Education Regulations 2005 SI No.1437, the school will retain the information for 25 years from the child's date of birth. 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.

Why we share student information

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

We share students' 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 students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

We are required to pass information about our students to the Department for Education (DfE) under regulation 4 of the Education (Information About Individual Students) (England) Regulations 2013.

Who we share student information with

We routinely share student information with:

- Schools that the student attends after leaving us
- Our Local Authority
- The Department for Education (DfE)
- Trust Staff

- The student's family and representatives
- Parents or carers if Trust school students
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Media publications
- Police forces, courts, tribunals

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth Support Services Students aged 13+

Once our students reach the age of 13, we also pass student information on 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 through Youth Support Services and careers advisors.

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. This right is transferred to the child/student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and/or provider of Youth Support Services as they have responsibilities in relation to the education or training 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services via post-16 education and training providers, Youth Support Services and careers advisers.

For more information about services for young people, please visit www.bradford.gov.uk.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about the students 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 students 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 Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with the 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.

To be granted access to student information, organisations must comply with strict terms and conditions covering confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the departments 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 student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-student-database-requests-received>

To contact DfE visit:

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

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 relevant school GDPR lead.

Details are available on Hanson School website

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.

Complaints and Concerns

If you would like to discuss anything on this Privacy Notice or are unhappy with the way your request for information has been dealt with or you think your data has been misused or not held securely, please contact Mrs C Griffiths, HR Manager

Tel: 01274...776200...

Email: hr@hansonacademy.org.uk

If you are unhappy with the outcome of your query or complaint, you can escalate your complaint. Please contact the Information Commissioner's Office (ICO). ICO helpline, Telephone: 0303 123 1113

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