



# Regency High School Data Protection Policy

Written by: Sara-Jane Hughes  
Authorised by: Chair of Governors

Date: May 2018  
Review Date: May 2020

Signed by: Harding ..... (Policy Author)

Date: 5<sup>th</sup> July 2018 .....

Signed by: [Signature] ..... (Chair or Governors)

Date: 5<sup>th</sup> July 2018 .....

## **Privacy notice for parents/carers**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We, Regency High School comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to parents, carers or legal guardians where we are processing their and their child's personal data.

This privacy notice explains how we collect, store and use personal data about **pupils and their parents or carers/legal guardians.**

We, Regency High School, Worcester are the 'data controller' for the purposes of data protection law.

Regency High School's data protection officer is **Mr Paul Burton** (see 'Contact us' below).

### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as eligibility for free school meals, or special educational needs
- Exclusion information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

We, Regency High School may, also collect, store and use information about your child that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Details of any medical conditions, including physical and mental health and sickness records.
- Race, ethnicity, religious beliefs or sexual orientation.

## **Why we use this data**

We, Regency High School use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Carry out research, although permission is always sought where this is the case and the data is always collected anonymously
- Comply with the law regarding data sharing

## **Our lawful basis for using this data**

We, Regency High School only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

## **Consent**

We, Regency High School gain consent for all data we collect at your child's point of entry to school by obtaining a signature by a parent, carer or legal guardian with the information provided. A request to withdraw consent can be made in writing to the Headteacher at any time.

## **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this data**

We, Regency High School keep personal information about pupils while they are attending our school, creating and maintaining a pupil file for each child. The information is kept securely in electronic and hard copy formats and is only used for purposes directly relevant to your child's educational and welfare needs. Regency High School may also keep records beyond pupil attendance if deemed necessary in order to comply with legal obligations, as outlined in the records retention schedule. After the retention period has elapsed, all data will be destroyed securely. You can request a copy of our record retention schedule by writing to our data protection officer.

## **Data sharing**

We, Regency High School do not share information about pupils or parents with any third party without 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 personal information about pupils with:

- The local authority, Worcestershire County Council – to meet legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education- to meet legal obligations to share certain information with it, such as bi-annual census collections and statutory assessment information
- The pupil's family and representatives- because they have made a request for that information or to check that the information held is still up to date
- Educators and examining bodies- to meet legal obligations to share certain information with it, such as assessment and moderation information
- Suppliers and service providers – to enable providers to deliver the service that has been agreed, for example, to provide hot meals and identify those pupils with specific dietary requirements
- Health authorities and social welfare organisations - to meet legal obligations to share certain information with it, such as where the parent, carer or legal guardian or school has requested an Education Health Care Plan (EHCP) or where there are health concerns related to safeguarding or where emergency services are required
- Professional advisers and consultants- to meet legal obligations to share certain information with it, such as where advice is sought from Behaviour Support Teams or the Educational Psychology Service. Parental consent is sought in these instances
- Charities and voluntary organisations- to meet legal obligations to share certain information with it, such as using a counselling or mentoring service for a child. Parental consent is sought in these instances
- Police forces, courts, tribunals- to meet legal obligations to share certain information with it, such as if a child or young person has been suspected of being involved in criminal activity

## National Pupil Database

We, Regency High School are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and Early Years census. Some of this information is then stored in the [National Pupil Database \(NPD\)](#), which is owned and managed by the Department for Education and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data. For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

## Transferring data internationally

Where we, Regency High School transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Automated Decision Making

There will be no automated decision making.

## Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, Regency High School will:

- Give you a description of the information
- Tell you why the information is held, how it is being processed, and how long it will be held for
- Explain where the information is from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact the data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**.

To request access, please contact **Mrs Sara Harding, Head Teacher**.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- Be informed about the collection and use of personal data
- Access personal data and supplementary information
- Erasure (to be forgotten) in certain circumstances
- Restrict processing in certain circumstances
- Data portability, which allows you to obtain and re-use the personal data for your own purposes across different services

To exercise any of these rights, please contact our data protection officer.

## Complaints

We, Regency High School take any complaints about our collection and use of personal information very seriously. If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about data processing, please raise this with Paul Burton, DPO or Sara Harding, Headteacher in the first instance, in line with our **Complaints Policy** that can be found on the school's website or requested as a paper copy from the school office.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write 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 Regency High School's **data**

**protection officer:**

**Mr Paul Burton**

**office@regency.worcs.sch.uk**

**D.P.O Mr P Burton**

**Regency High School**

**Carnforth Drive**

**Worcester**

**WR4 9JL**

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

