

### Who processes your information?

Biddulph High School 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 students and their families 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 requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Biddulph High School upholds are imposed on the processor.

Mrs T Condliffe is the Data Protection Officer. This role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted on 01782 523977 or [dpo@biddulphhigh.co.uk](mailto:dpo@biddulphhigh.co.uk).

### Why do we collect and use your information?

Biddulph High School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, LA 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, for example the collection of data for the school census
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

### Which data is collected?

The categories of student information that the school collects, holds and shares include the following:

- Personal information e.g. names, student numbers and addresses
- Characteristics e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information e.g. number of absences and absence reasons
- Assessment information e.g. national curriculum assessment results
- Relevant medical information
- 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 students at Biddulph High School and their families is stored in line with the school's GDPR Data Protection Policy.

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.

## Will my information be shared?

The National Pupil Database (NPD) is managed by the DfE and contains information about students in schools in England. Biddulph High School is required by law to provide information about our students 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 students from the NPD 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.

Biddulph High School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares students' information with:

- Schools or colleges that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- The Potteries Education Trust
- School Nurses and the NHS
- The Local Support Team including First Response

Once our students reach the age of 13, we are required by law to pass on certain information to the LA or who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of students 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 students 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 LA by informing the school via email or letter. Once students reach 16 years of age, this right is transferred to them, rather than their parents.

## What are your rights?

Parents and students have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Biddulph High School uses your personal data
- Request access to the personal data that Biddulph High School 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 we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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:

Mrs T Condliffe, Business Manager, Biddulph High School

**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 or download our Data Protection Policy

**“Working together to achieve our personal best”**