



STURMINSTER NEWTON

HIGH SCHOOL

PRIVACY NOTICE

Student/Parent/Carer



We use student information solely for supporting student learning, monitoring and reporting on student progress, providing appropriate pastoral care, assessing the quality of our services and to comply with the law regarding data protection.

Why do we collect and use student information?

We collect and use student information in accordance with the Education Act 1996 as well as Article 6 of the General Data Protection Regulation: 'Lawfulness of Processing' and Article 9: "Processing of special categories of personal data". This information can be found on the following websites:

<https://www.privacy-regulation.eu/en/6.htm>

<https://www.privacy-regulation.eu/en/9.htm>

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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

- Personal information (such as name, unique student number, parent/carer contact information and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as SAT,CAT, GCSE, GCE results)
- Relevant Medical information
- Special Educational Needs information
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Student photographs
- CCTV

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

Storing student data

We hold student data for the duration of your child's time at our school. We are required to hold school entry information for 7 years after your child has left.

Who do we share student information with?

We routinely share student information with:

- schools that the students attend after leaving us
- our local authority
- the Department for Education (DfE)
- Youth support services (students aged 13+)
- the School Governors
- the NHS
- The Examination Boards
- our school management system provider (MIS)

Why we share student information

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

Sturminster Newton High School - Privacy Notice



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.

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>.

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about 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 student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 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 the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's 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: <https://www.gov.uk/contact-dfe>



Youth support services

Students aged 13+ Once our students reach the age of 13, we also pass student information to our local authority and/or provider of youth support service 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 as follows: Careers advisors and Youth support services

A parent or carer can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once they reach the age of 16. Data is securely transferred to the youth support service via secure password protected email.

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 of 13-19 year olds under section 507B of the Education Act 1996.

This enable them to provide services as follows: post 16 education and training providers, youth support services and careers advisers. A child/student once they reach the age of 16 can object to only their name, address and date of birth being passed to their local authority or provider of youth support services by informing us. Data is securely transferred to the youth support service via secure password protected email. For more information about services for young people, please visit our local authority website.

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 office@mynhs.net

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

We also use data, such as student images, Facebook as well as the school website. Parental consent is required before student information is shared in this way. This consent can be withdrawn at any time by contacting office@mynhs.net.

[When consent is withdrawn, we will delete all posts where the relevant student is identified.](#)

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/>

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Office: Sturminster Newton High School, Bath Road, Sturminster Newton, Dorset, DT10 1DT

Email: office@mynhs.net

Phone: 01258 472642