



## Privacy Notice – Redhill High School

### Introduction

Redhill High School Ltd is committed to safeguarding the privacy of persons for whom we process Personal Data. In this policy we explain how we will treat Personal Data processed by us, in accordance with data protection legislation, and with the General Data Protection Regulation ('GDPR').

Personal Data includes any information relating to an identified or identifiable natural person ('Data Subject') who can be identified, directly or indirectly, in particular by reference to an identifier such as a name or address.

Processing, for the purpose of this Privacy Notice, means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaption or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

By consenting to this Privacy Notice you are giving us permission to process your Personal Data specifically for the purposes identified within this Privacy Notice.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as previous school reports and test results, including those from other centres)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- consent forms and medical information forms pertaining to trips in general, and specific trips where required in line with our Safeguarding Off-Site Visits Policy (available on the school website)
- consent forms pertaining to permissions given to include a child's image (in school promotional material, newspaper articles featuring the school or social media posts)

This list is not exhaustive, to access the current list of categories of information please contact the Headmaster.

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

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for Welsh Government data collections
- g) to support and inform the admissions process

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- (a) for the purposes of supporting pupil learning in accordance with the legal basis of: processing is necessary for the performance of a contract to which the data subject is party (GDPR – Article 6b)
- (b) for the purposes of monitoring and reporting on pupil attainment progress: processing is necessary for the performance of a contract to which the data subject is party (GDPR – Article 6b)
- (c) for the purposes of providing appropriate pastoral care in accordance with the legal basis of: processing is necessary for the performance of a contract to which the data subject is party (GDPR – Article 6b)
- (d) for the purposes of assessing the quality of our services: processing is necessary for the performance of a contract to which the data subject is party (GDPR – Article 6b)
- (e) for the purposes of keeping children safe (food allergies, or emergency contact details): processing is necessary in order to protect the vital interests of the data subject (GDPR – Article 6d)
- (f) to meet the statutory duties placed upon us for Welsh Government data collections: processing is necessary for compliance with a legal obligation to which the controller is subject (GDPR – Article 6c)
- (g) to support and inform the admissions process: processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (GDPR – Article 6b)

## **How we collect pupil information**

We collect pupil information via our Admissions Form and our annual Details Check Form.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## **How we store pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. In general this is for 7 years from the date the data is provided. For more information on our data retention schedule and how we keep your data safe, please request a copy of the schedule from the Headmaster.

## **Who we could share pupil information with**

We could share pupil information with:

- schools that the pupils attend after leaving us
- youth support services (pupils aged 13+)

## **Youth support services**

Pupils aged 13+

Once our pupils reach the age of 13, we may also pass pupil information 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 as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils 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 Headmaster.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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: the Headmaster, Alun Millington, on [headmaster@redhillhighschool.co.uk](mailto:headmaster@redhillhighschool.co.uk)

Reviewed 10/7/22 (No Changes) AM / ET