



Privacy Notice: Pupils/Students

How we use your information

The categories of your information that we process include:

- personal identifiers and contact information (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and pupil premium eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as medical practice information, child 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 key stage 2 results, GCSE results and any relevant results generated internally)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trip and activity information (such as dates, locations and involvement with school trips)
- meal arrangements (such as free school meal entitlement and information to enable cashless catering)
- destinations (education or employment destinations once you have left Northgate)

Why we collect and use your information

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

- to support your learning
- to monitor and report on your progress
- to provide appropriate pastoral support
- to keep you safe
- to assess the quality of our services
- to meet the legal duties placed upon us

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

- for the purposes of providing your education, the legal basis is the performance of a task carried out in the public interest or in the exercise of official authority vested in the school
- additionally, for health data which is considered to be special category data, the legal basis is for the purposes of the provision of health or social care
- for any other data processing we do (for example, photographs on our website) we will seek explicit consent from your parent/carer(s)

How we collect your information

We collect information via Data Collection Sheets which are issued to your parent/carer(s) annually. We may also get data from registration forms when you start at the school or information transferred from your previous school(s), Local Authorities and other external agencies.

Your data is essential for the school's operational use. Whilst the majority of the information we collect is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform your parent/carer(s), at the point of collection, whether they are required to provide certain information to us or if you have a choice in this.

How we store your data

We hold your data securely for the duration of your stay at Northgate and then for several years afterwards until you reach the age of 25. In some cases we may keep the data longer for legal reasons.

We retain information in line with the guidelines for schools published by the Information and Records Management Society.

All the people involved in handling your information are obliged to comply with the school's Data Protection Policy.

Who we share your information with

We do not share information about you with anyone else without consent unless the law and our policies allow us to do so. We routinely share your information with:

Schools and any other education establishments that you attend after leaving us and with Suffolk County Council

- We share your information with these people so we can provide you with an education now and in the future
- Suffolk County Council use this information to provide Youth Support Services and Careers Services to you from the age of 13. For more information about these services, please visit the local authority website.

The Department for Education (DfE)

- The Department for Education (DfE) collects personal data from schools via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.
- For more information, please see <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Examination bodies

- We will share your information with the exam bodies to enable you to sit your examinations. This information includes your name, gender, data of birth and any access arrangements you may have.
- For more information, please see <https://www.jcq.org.uk/privacy/gdpr-jcq-data-privacy-policy---may-2018>

Requesting access to your personal data and your rights

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information please contact the Data Protection Officer.

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
- 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 with 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 Data Protection Officer.

Northgate High School
May 2018