



NOWER HILL HIGH SCHOOL

Privacy Notices

Privacy notice for pupils

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 comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils. It is based on the Department for Education's model privacy notice for pupils amended to reflect the way we use data in this school.

We, Nower Hill High School, George V Avenue, Harrow, HA5 5RP, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Neil Hardy (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 examinations
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Behavioral information (such as exclusions and any relevant alternative provision put in place)
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Educational Visit records
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- Bio metric data used as part of the school's cashless payment system

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We 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
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections

Our legal basis for using this data

We 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, including our legal duty to educate pupils under the Education Act 1996, and to provide related services.
- 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)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

Pupil data is essential for the schools' operational use. 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 will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

[Information and Records Management Society's toolkit for schools](#) sets out how long we must keep information about pupils.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils’ safety and exclusions
- The Department for Education (a government department) to meet our legal obligations under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Your family and representatives
- Educators and examining bodies
- Our regulator (the organisation or “watchdog” that supervises us Ofsted)
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations - to enable us to provide services to students such as the catering provision
- Our auditors - to meet the requirements of the Academies Financial Handbook and the Academies Accounts Direction.
- Health authorities - to enable them to provide services and support to pupils.
- Police forces, courts, tribunals
- Health and social welfare organisations - to enable them to provide services and support to pupils.
- Professional advisers and consultants - to enable them to provide the service we have contracted them for
- Charities and voluntary organisations - to enable them to provide services and support to pupils.

National Pupil Database

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

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 Education (Information About Individual Pupils) (England) Regulations 2013 requires us to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the NPD.

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.

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

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 'How Government uses your data' section.

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information on about them to Harrow Council, as it has legal responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to Harrow Council. This right is transferred to the pupil once he/she reaches the age 16.

For more information about services for young people, please visit our local authority website: <http://www.harrow.gov.uk/>

Parents and pupils' rights regarding 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, please contact our Data Protection Officer.

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
- Withdraw consent by writing to us if we rely on your consent to justify processing your information,

- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about how we collect and use your personal data very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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 our data protection officer:

- Neil Hardy, Deputy Headteacher hardy.neil@nowerhill.harrow.sch.uk

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.