



Hope School and College

PRIVACY NOTICE

FOR STUDENTS AND PARENTS

GDPR privacy notice for pupils and their families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This requirement will remain once the GDPR comes into effect on 25 May 2018; however, schools will be required to revise their privacy notices to include further information on processing individuals' personal data, in order to be compliant with the GDPR.

Who processes your information?

Hope School and College 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 pupils and their families is to be processed. **JoAnne Starling** acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on **01942 824150** or **enquires@hope.wigan.sch.uk**.

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 **Hope School and College** upholds are imposed on the processor.

JoAnne Starling is the data protection officer. Their 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 **01942 824150** or **dpo@hope.wigan.sch.uk**.

Why do we collect and use your information?

Hope School and College holds the legal right to collect and use personal data relating to pupils 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.

- To support pupil learning
- To monitor and report on pupil 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 pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil 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
- Photographs – these will be used to aid our records, to record achievement and progress throughout the curriculum – including moderation of work and evidence towards personal targets.

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 pupils at **Hope School and College** and their families is stored in line with the Information Management Toolkit for Schools guidelines published by the IRMS.

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 school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- ULN – Unique Learning Number
- FSM – Free School Meals
- Pupil Premium
- SEND
- Funding

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. **Hope School and College** is required by law to provide information about our pupils 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 pupils from the NDP 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.

Hope School and College 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 pupils' information with:

- Pupils' destinations upon leaving the school

- The LA
- The NHS
- Connecting Steps (BSquared)
- Meritec CPOMS

The information that we share with these parties includes the following:

- Safeguarding information
- Assessment information
- Medical information
- Pupil and parents name, address, date of birth, and other information required to meet our statutory obligations.

Once our pupils leave Hope School and College, we are required by law to pass on certain information to our LA, and other relevant service providers dependent on the destination of the student. The information provided includes addresses and dates of birth of all pupils 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**. For more information regarding services for young people, please contact the Local Authority.

What are your rights?

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

You have the right to:

- Be informed about how **Hope School and College** uses your personal data.
- Request access to the personal data that **Hope School and College** 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 **Hope School and College** and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

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 www.hope.wigan.sch.uk or contact the school on 01942 824 150.