

Privacy Notice – Students

Date: Aug 2024

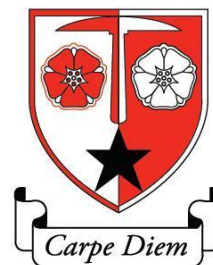
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Document owner: Audenshaw School

A: Hazel Street, Audenshaw, Manchester, M34 5NB

T: 0161 336 2133 | E: admin@audenshawschool.org.uk



Introduction

Under data protection law, the school must inform you about how and why we use your personal data (information about you). We do this by providing privacy notices that explain what data we collect, why we need it and how it is used. You can also find information about the rights you have regarding your personal data.

Data Controller

The school is the Data Controller for your personal information. This means that we are responsible for it and make decisions about how it is used.

We have appointed a Data Protection Officer (DPO) who helps to ensure that the school complies with data protection law. The DPO is also on hand to answer any questions or concerns you have about our use of your data. Our DPO is Mrs Monks who can be contacted on:

T: 0161 336 2133 | E: monkss@audenshawschool.org.uk

The personal data we process

The following information forms the basis of your educational record and is processed throughout your time at school. We get some of this information from your parent or guardian when you join our school and some is also sent to us from your previous school. The remainder is collated by us:

- Student name, address, contact details and unique pupil reference number (UPN)
- Characteristics including gender, first language, ethnicity and religion.
- Allergies and special dietary requirements.
- Special educational needs (SEN) and medical records.
- Safeguarding and behaviour records.
- Attendance and absence records.
- Assessment and progress records.
- School meal records (free and paid)

Along with your educational record, the school will also collect and process the following information that helps us to provide you and other students with a safe and engaging learning environment:

- Images – CCTV
- images – Identification
- Images – Promotional activities such as displays to celebrate achievements *
- Images – Biometric fingerprint (lunchtime system and access to services) *
- Usage – Logs of activity on school software, apps and digital systems.
- Usage – Internet activity.
- Consent – Records of when consent has or has not been provided.

** Information will only be processed with permission from you or your parent or guardian.*

Monitoring

The school has a system that monitors student use of the internet and other digital systems to make sure you are safe online and only access what you need to complete your school work. Any inappropriate use will be automatically reported to the online safety representative at school.

Why we need your personal data?

The school need your personal data to provide you with an education and to help ensure that you have the very best prospects for the future. We also process your information to keep you safe whilst in our care and provide support to protect your health and wellbeing and that of others within the school community.

Our lawful basis to process your data

Under data protection law, the school must meet a lawful basis to process your data; a lawful basis is a condition that helps to make sure we have good reason to use your information. For the most part we process your data to comply with the law. For example, the Department for Education (DfE) require us to collect data about you to help them monitor and improve education and support for young people across the UK.

We also process data in the public interest which means that your data helps to ensure that you and others in the school community are kept safe and protected and have equal opportunities.

Consent

Whilst most of the data we process about you is mandatory, sometimes the use of your information is optional. For example when we include you in images for our social media pages or ask for the use of your fingerprint to access the lunchtime system and other services. Depending on your age, we will ask for consent from either you or your parent or guardian to use your data in this way. As a rule of thumb, it is accepted that you can provide your own consent once you reach 13years old.

When the use of your data is optional, you (or your parent or guardian) can withdraw consent or change your preferences at any time by contacting the school office.

Please visit the school office if you are unhappy about our use of your images or other data.

Special Category Data

Under data protection law, information about you that is more sensitive in nature is referred to as special category data. Examples include information about your health and wellbeing and special characteristics like your gender and ethnicity.

When processing this type of data, we will typically seek consent unless there is a legal reason to do so in which case we rely upon the lawful basis of 'substantial public interest'. For example, if we think you are at risk of harm, we will share your data with the local authority and police who will help to keep you safe; we do not need consent to do this.

The DPO is available if you would like to find out more about the lawful bases we use.

Where your data is held?

Information that we hold about you is held securely on the school site in both paper and digital format. We also use software programs to store and manage your data; sometimes these programs are cloud-based and store your data in locations external to the school but usually within the UK.

Any software that holds your data must meet our high standards of security. If hosted outside of the UK, we will make sure that the provider is compliant with data protection law.

How long is your data kept?

The school will only keep your information for as long as we have a purpose to keep it; we will securely dispose of any day to day information that we no longer need once you leave school. More important information like your educational record is kept at least until you reach the age of 25.

Who we share your data with?

We only tend to share your data if the law asks us to do so, or if it helps us to provide better support and services to you and other students.

The law asks that we share your information with the following parties:

- Schools or colleges that you attend after leaving us to help you transition easily
- The local authority need your data to provide support to you and the school
- The Department for Education (DfE) who analyse student data to improve education standards across the UK
- Youth support services (if you are age 13+) to provide you with careers advice
- NHS if there are immunisations and medical programs available at school

We will also share your data with other organisations that help us to run the school effectively and provide you with a better education and experience at school. Examples include:

- The IT company that provide you with access to the school email and computer system
- The lunchtime system that allows you to easily pick and pay for your school meals
- Classroom apps and software to help with your development

In certain circumstances we may need to share your data with organisations like the police, emergency services, local authority and government if:

- We are worried about your safety and ask for help to protect you
- You have been involved in an accident or incident and we need to get help or report the details to comply with the law

The school will always make sure that if we share your data it is done so securely and only includes what it necessary.

Your data protection rights

Data protection law allows you (or your parent depending on your age) to ask us:

- For access to the information that we hold about you
- To change your information if you think it is wrong or out of date
- To delete your information if there is no valid purpose to keep it
- To restrict the use of your data and ask for a review if you are unhappy with why or how we are processing it
- To object to certain ways that we use your data
- Not to apply automated decision making to your data if it is likely to have a significant impact on your wellbeing

We ask that any requests are made by your parent or guardian if you are under the age of 13. We will accept requests from you if you are over the age of 13 but may seek the opinion of your parent or guardian if we feel it is necessary to do so. If we receive a request from your parent or guardian, we will ask for your permission for them to act on your behalf where necessary; this will typically only apply if you are over the age of 13.

We respond to most requests within one month and in most cases will not charge you a fee. If your request is complex we may extend this by a further two months (3months in total) but we will tell you in the first month if we plan to extend your request.

Complaints

If you are unhappy or concerned about how and why we use your data, please let us know so that we can help to resolve your worries. You can visit the school office or contact the DPO.

You can also complain to the Information Commissioners Office (ICO) who govern data protection in the UK if you feel the school has not resolved your concerns: <https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/>

Last Updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in August 2024.