Westcliff High School
for Boys

Fair Processing Notice for Parents, Carers and Guardians of Pupils

Westcliff collects data and information about our pupils and their parents/carers/guardians so that we can run effectively as a School and comply with our duties and obligations. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and the rights of our pupils and their parents, carers or guardians.

We will always make sure that your information is protected and treated securely. Any information that we process will be held in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Our contact details

Westcliff High School for Boys
Company number: 07347930
Registered address: Kenilworth Gardens, Westcliff-On-Sea, Essex, SS0 0BP
Phone: 01702 475443
Email: office@whsb.essex.sch.uk

Our Data Protection Officer is **Judicium Consulting Limited** and they can be contacted at **dataservices@judicium.com**

What pupil data is being collected?

The pupil record starts its life when a file is opened for each new pupil as they begin School. This is the file which will follow the pupil for the rest of his/her school career.

- Surname;
- Forename;
- Date of Birth;
- Unique Pupil Number;
- The name of the pupil's doctor;
- Emergency contact details;
- Gender;
- Preferred name;
- Position in family;
- Ethnic origin;
- Language of home (if other than English);
- Religion;
- Any allergies or other medical conditions that it is important to be aware of;
- Names of adults who hold parental responsibility with home address and telephone number (and any additional relevant carers and their relationship to the child);
- Name of the school, admission number and the date of admission and the date of leaving;
- Any other agency involvement e.g. speech and language therapist, paediatrician;

- Image/photograph;
- The record of transfer from previous school;
- Any information relating to a major incident involving the child (either an accident or other incident);
- Any reports written about the child;
- Any information about a statement and support offered in relation to the statement;
- Any relevant medical information;
- Child protection reports/disclosures;
- Any information relating to exclusions (fixed or permanent);
- Any correspondence with parents or outside agencies relating to major issues;
- Details of any complaints made by the parents or the pupil;
- Absence notes;
- Parental consent forms for trips/outings (in the event of a major incident all the parental consent forms will be retained with the incident report not in the pupil record);
- Correspondence with parents about minor issues;
- Exam results;
- Accident forms.

We will also hold data about pupil's that we have received from other organisations, including other schools, local authorities and the Department for Education

How is pupil data collected?

We collect pupil information via:

- you directly;
- external agencies, such as Local Council, Department of Education, etc.

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.

Why is pupil data being collected and how will it be used?

Your personal data is required for the pupil to attend WHSB, to best meet the needs of the pupil whilst attending WHSB, for communications between WHSB and you and to promote WHSB.

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;
- Keep pupils safe;
- To meet the statutory duties placed upon us for DfE data collections;
- To promote WHSB.

Legal basis

Your Personal Data is processed based on GDPR Legal Basis**.**
We only collect and use Pupil's personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation;
- We need it to perform an official task in the public interest.

Public Interest	Providing an education. Fulfilling the Safeguarding and SenCo obligations for our pupils.
Legal Obligation	Details are used for statutory reporting requirements to the Department for Education, local council and third parties such as courts or police where we are legally obliged to do so. We will also process personal data and share it with outside agencies in safeguarding situations.
Vital Interests	Pupil details may be required, such as allergy information, for their own protection and wellbeing.
Legitimate Interest	As a school, we have a legitimate interest in sharing selected pupils' exam results, within the school and with the media. This is to enable the school to continue to attract new pupils.

Less commonly, we may also process pupil's 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 pupil's 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 pupil's personal data overlap and there may be several grounds which justify our use of this data.

Who will it be shared with?
Personal data will be shared with:

Local Council	Personal data will be shared with the local council for purpose of education provision and performance monitoring.
Department for Education	Personal data will be shared into the National Pupil Database, owned by the DfE, for the purpose of school funding, educational attainment policy and monitoring. For completing census returns.
Contractors	Personal data may be passed to contractors for providing extra activities or clubs.
School Staff	Personal data will be shared with appropriate members of staff for the purpose of pupil welfare, such as, understanding medical needs.
Health Providers	Personal details will be shared with immunisation and statutory pupil health monitoring services, school nurse, NHS.
External Education Resources	Personal details may be shared with external education resources to allow pupils' access to extra resources.
SENCO Specialists	Personal data may be passed to specialists involved with the SENCO provision for the pupil.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities 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:

- Pupil transfer forms
- School census

For more information, please see 'How Government uses your data' section'.

How the Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of Pupils and their characteristics in each school;
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures);
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school).

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) you should visit https://www.gov.uk/education/data-collection-and-censuses-for-schools

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

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.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- Schools;
- Local authorities;
- Researchers;
- Organisations connected with promoting the education or wellbeing of Pupils in England;
- Other government departments and agencies;
- Organisations fighting or identifying crime.

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/dfe-external-data-shares

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

How we store this data

Personal data is stored in accordance with the Information Management Toolkit for Schools v5.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with the Information Management Toolkit for Schools v5.

How long do we keep your Personal Data for

We hold pupil data securely while pupils are attending our School. We may also keep it beyond their attendance at our School if this is necessary in order to comply with our legal obligations. We retain personal data in accordance with the Information Management Toolkit for Schools v5.

Do we transfer your personal data outside of the UK?

We do not transfer your personal data outside of the UK.

What are your privacy rights?

Under the UK General Data Protection Regulation (GDPR), data subjects have rights about their personal data:

The right to be informed	Provide data subjects with information about the processing activities being conducted.
The right to request access	Provide data subjects with confirmation that their personal data is being processed and access to the personal data, subject to exemptions.
The right to recertification	data subjects have the right to request to have inaccurate or incomplete personal data corrected
The right to erasure	Data subjects have the right to request to have their personal data erased
The right to restrict processing	Data subjects have the right to request to the restriction of the processing of their personal data
The right to data portability	Data subjects have the right to request a move of their personal data between organisations
The right to object	Data subjects have the right to object to how their personal data is being processed

Rights relating to automated decision making and profiling	Data subjects have the right to not be subject to an automated or profiling decisions

For more information about your Data Subject Rights, please refer to the ICO website – https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulations-gdpr/individual-rights/

You also have the right to lodge a complaint with the ICO regarding any aspect of our processing of your personal data. We would appreciate the opportunity to address any issues and request that you contact us in the first instance.

WHSB is registered with the Information Commissioner's Office under number Z2821659.