Westcliff High School
for Boys

Westcliff collects data and information about you so that we can run effectively as a school and comply with our duties and obligations under legislation. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and your rights.

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

We collect and use your personal information to enable us to support your teaching, learning and pastoral care at the Sixth Form. We are legally permitted to do this to enable us to provide sixth form education under the Further and Higher Education Act 1992 and in the exercise of our public interest task of providing education.

We will always make sure that our student's 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.

What student data is processed?

We collect and process the data you provide in your application form. We then supplement it with additional information as you progress through the Sixth Form.

- Surname
- Forename
- DOB

- Unique Student Number
- The name of the student's doctor
- Emergency contact details
- Gender
- Preferred name
- Position in family
- Ethnic origin
- Language of home (if other than English)
- Religion
- Names of adults who hold parental responsibility with home address and telephone number (and any additional relevant carers and their relationship to the student)
- Name of the previous Sixth Form, admission number and the date of admission and the date of leaving.
- Any other agency involvement e.g. speech and language therapist, paediatrician
- Any information relating to a major incident involving the student (either an accident or other incident)
- Any reports written about the student
- Any information about a statement and support offered in relation to the statement
- Student protection reports/disclosures
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctor's information, student health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous Sixth Forms attended)
- Assessment and attainment
- Behavioural information
- Any correspondence with parents or outside agencies relating to major issues
- Details of any complaints made by the parents or the student
- Absence notes
- Parental consent forms (for under 18 year old students)
- Correspondence with parents about minor issues (for under 18 year old students)
- Accident forms
- Image related to identify management/authentication
- Image captured by CCTV
- Biometric fingerprint for the cashless catering
- Destination data
- Diagnostic assessment data
- Educational attainment (such as GCSE and A level subjects, grades and scores, estimated grades and progress)

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

What parent data is processed?

- Surname
- Forename
- Contact details
- Any correspondence with parents or outside agencies relating to major or minor issues (for students under 18)
- Details of any complaints made by the parents or the student
- Parental consent forms for trips/outings (for students under 18)
- Image captured on CCTV when visiting the Sixth Form

How is student and parent data collected?
We collect student information via:

- The application form and the student/parents
- external agencies, such as Local Council, Department of Education, etc.

Student and parent data are essential for the Sixth Form's operational use. Whilst the majority of information that 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 student information to us or if you have a choice in this.

Why is student data being collected and how will it be used?
The personal data of the student and the parent is required for the student to attend our Sixth Form, to best meet the needs of the student whilst attending our Sixth Form and for communications between us and you.

We use this data to:

- Support student learning
- Monitor and report on student progress including make reports to your parents/guardians (for those students under 18)
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Keep students safe
- facilitate student progression to higher education and employment
- make decisions about whether to offer a place
- make arrangements for examinations
- make reasonable adjustments in relation to identified learning needs
- provide students with examination results and post results services

- verify student identity

Legal basis

We only collect and use the student'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 special educational needs obligations for our students.
Legal Obligation	Details are used for statutory reporting requirements to the Department of 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	Student details may be required, such as allergy information, for their own protection and wellbeing.
Contract	Student details are required to satisfy a contract for fees
Legitimate interest	Parent details are used to communicate events and activities
Consent	Students can consent to use their fingerprints for the cashless catering. Students can consent for the Sixth Form to use their images in marketing.

Less commonly, we may also process student'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 student'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 student'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 of students will be shared with:

Local Council	Personal data will be shared with the local council when required.
Department of Education	Personal data will be shared into the National Student Database, owned by the DfE, for the purpose of Sixth Form funding, educational attainment policy and monitoring.
Contractors	Personal data may be passed to contractors
Sixth Form Staff	Personal data will be shared with appropriate members of staff for the purpose of student welfare, such as, understanding medical needs.
Health Providers	Personal details will be shared with health care providers, if required
External Education Resources	Personal details maybe shared with external education resources to allow student's access to extra resources
Service Providers	Personal data will be shared with our service providers, such as software platforms.
Parents, Carers and Guardians	Personal data of students will be shared with parents/ carers/ guardians where the student is under 18. Data will only be shared with parents/ carers/ guardians if an adult student (18 and over) consents to the sharing.
Community Child and Adolescent Mental Health Services (CAMHS), medical professionals, youth offending workers, police and social services.	Where relevant and required we share information relating to the safeguarding of your health and wellbeing with other agencies.
Exam boards	For the purposes of examining and awarding qualifications including marking, issuing of examination results and providing access to post-results services and certificates.

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 students 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 Students) (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.

How the Government uses your data

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

- underpins Sixth Form funding, which is calculated based upon the numbers of Students and their characteristics in each Sixth Form.
- informs 'short term' education policy monitoring and Sixth Form accountability and intervention (for example, Sixth Form GCSE results or Student 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 Sixth Form)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the Sixth Form census) go to https://www.gov.uk/education/data-collection-and-censuses-for-Sixth Forms

The National Student Database (NPD)

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

The NPD is owned and managed by the Department for Education and contains information about students in Sixth Forms 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 Sixth Forms, local authorities and awarding bodies.

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

Sharing by the Department

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

- Sixth Forms
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of Student's 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 students per year to the Home Office and roughly one per year to the police.

For information about which organisations the Department has provided student 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 your data

Personal data is stored in accordance with our Retention Policy.

How long do we keep your personal data

We hold student data securely while they are attending the Sixth Form. We may also keep it beyond their attendance at our Sixth Form if this is necessary in order to comply with our legal obligations. We retain personal data in accordance with our Retention Policy.

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.