



DERBY HIGH SCHOOL

ESTABLISHED 1892

PRIVACY POLICY

This policy applies to EYFS as well as whole school

Owner:	Bursar
Authorised by:	Head, Bursar and Governors
Dated:	May 2018
Review:	May 2020



Privacy Notice

Introduction

This privacy notice is provided by Derby High School to help you understand how and why we collect personal information (or “data”) about our pupils, and other individuals, and what we do with that information.

We use (or “process”) personal information in accordance with the law relating to data protection. The General Data Protection Regulation (GDPR) outlines your rights in respect of this. Derby High School, Hillsway, Littleover DE23 3DT is the Data Controller for the purpose of GDPR.

Personal information means any information relating to you, or information that, when combined with other information, identifies you.

Personal information includes your name, address, CCTV images and photographs and also includes online identifiers such as internet protocol (IP) addresses, or cookie identifiers.

How and why we collect and use personal information

We collect and process information in a number of areas to promote the welfare of our pupils, to help every pupil fulfil his or her potential and to manage our school effectively. We use personal data:

- To safeguard and promote the welfare of pupils
- To support our pupils' learning and help every pupil fulfil his/her potential
- To support pupils with Special Educational Needs or Disability (SEND)
- To communicate with our network of alumni
- To manage our school effectively
- For the employment and management of our staff

Parents provide information about themselves and pupils when completing the parent contract on entry to Derby High School, as well as related documents such as registration and health record forms. Personal information is also collected directly from pupils and parents by direct means such as meetings, discussions, school work and in general correspondence.

Whilst we collect most of our personal information from pupils and parents directly, in some cases personal data may be supplied to us by third parties, for example: another school, a local authority, or other professionals.

Safeguarding and promoting the welfare of our students

The safety and welfare of our pupils will always be our overriding concern.

We record and monitor information on pupil attendance and absence, and may record and process information about our pupils' personal and social development in order to provide them with appropriate pastoral care.

We may share information in accordance with legal requirements and Government guidance, with third parties such as regulators, local authority children's services, the courts or the police.

If a pupil leaves our school to attend another school, we may share information with that new school for safeguarding or welfare reasons in accordance with the statutory guidance “Keeping Children Safe in Education”.

Supporting our pupils' learning and helping every pupil fulfil his or her potential

Assessing and monitoring academic potential and progress

We record and process information to monitor and assess pupils' academic progress. We may share this information with authorised third parties, such as the Independent Schools' Inspectorate and the Centre for Evaluation and Learning at Durham University in order to comply with our obligations or access services that support the improvement of educational outcomes.

These include:

- Baseline assessments that support educational tracking – giving measures of an individual's potential and progress through school.
- Diagnostic assessments that help inform teachers where interventions may be helpful to improve pupil outcomes.
- Attitudinal questionnaires that help to give a deeper understanding of the learning environment as seen by children and young people.

We may share information with the Department for Education where there is a statutory basis for doing so.

Supporting children with Special Educational Needs or Disability (SEND)

A pupil may have special educational needs if s/he has a learning difficulty or disability which calls for special educational provision to be made for him/her.

We may record and share information with relevant professionals or agencies in order to assess whether a child has special educational needs, and to identify any provision that should be made available to support his/her learning.

Communicating with our network of alumni

Former pupils and staff are invited to join our alumni community by opting in to our Facebook community or registering their details with us on leaving the school. Members will receive regular email updates on the latest alumni news and events.

Our alumni are also invited to participate in networking groups, or to share their knowledge and experience within our schools.

Managing our school effectively

While we collect most of our personal data from pupils and parents/ guardians directly, in some cases personal data may be supplied to us by third parties as an important element of ensuring we can offer the very best education possible (for example another school, a local authority, or other professionals).

We use the personal information we collect to support the day-to-day management of our schools, this includes keeping class registers, organising and monitoring pupil activities, providing education services and providing information technology services.

Pupil applications

An application for a place at Derby High may be made on behalf of a prospective pupil by a person with parental responsibility. We ask applicants to provide personal information about themselves and the child for whom they are applying. This includes name, date of birth, contact details, address, current and previous schools. We ask for this information so that we can process and assess the application against our admission criteria.

We also ask for information on nationality, ethnicity, languages spoken and any individual needs a pupil might have to ensure we make effective provision for them and also to provide statistical information.

When we offer a place, and this is accepted, we will ask for further information, including details of medical history and dietary needs.

This is so that we can provide appropriate health care to our pupils. We may share this information with authorised third parties, if we believe this is necessary and in a child's best interest, for example in the event of a medical emergency.

Financial information

We will ask for and hold the details of those who will pay any fees due along with their bank account details. We may hold information about bankruptcy petitions and statutory demands.

Photographs

We may take photographs of pupils to identify them in our school records. We may also take photographs or record video during lessons, presentations or school trips where this supports delivery of our school curriculum.

Where we wish to take photographs of pupils and use these in school publications, for example a school magazine, prospectus or on the school's social media; we will only do this if we have a separate consent. Depending on the nature of the consent for which we are asking, and the age and understanding of the pupil, we may ask our pupils for their consent, or a parent, or both.

CCTV

We use CCTV for safety and security reasons. CCTV is not used in private areas such as changing rooms or toilets and is not retained for longer than we consider necessary to fulfil the purpose stated above.

For the employment and management of our staff

Contractual responsibilities

We record and process staff personal information in order to fulfil our contract of employment with our staff and to monitor our employment policies.

This information includes (but is not limited to) their name, address, date of birth, next of kin and emergency contact details, applications for employment, academic qualifications, registrations with professional bodies, ethnicity, salary information, bank account and pension details, relevant medical history and any individual needs including those relating to disability.

Statutory responsibilities

We collect, record and process some personal information to comply with our statutory responsibilities. This includes (but is not limited to) information relating to tax, National Insurance, statutory sick pay, statutory maternity and paternity pay, family leave, entitlement to work in the UK, proof of identity, Disclosure and Barring Service checks and criminal convictions.

Management responsibilities

We record information that enables us to support the personal development of our staff and to assess their performance. This includes personal development appraisals, performance monitoring, capability, grievance and disciplinary matters, absence and sickness monitoring.

Collection of data

Some data is collected directly from prospective or newly appointed staff. Other personal data is collected from third parties, such as references from former employers, medical information, or identity checks via an external identity checking service. We will only seek information from third parties with the applicant's consent.

Our legal basis for processing personal information

We process personal information where one of the following applies:

1. Legitimate interests

This means that the processing is necessary for legitimate interests pursued by Derby High School, unless this would override your fundamental rights, taking into account your reasonable expectations. We rely on legitimate interests for many of the ways in which we process personal information, including providing educational services to our students and managing our school effectively.

2. Necessary for a contract

We may need to process personal information in order to perform our obligations under contract, or to gather information prior to entering into a contract. For example, we need your name and contact details so that we can update you on a pupil's progress, so that we can contact you if there is a

concern, or so that we can process information about school fees. We also process the personal information of our staff as part of our contract of employment with them.

3. Legal obligation

We are under a duty to comply with a number of legal obligations and we will process personal information in connection with these. Legal obligations can relate to safeguarding, health and safety and statistical returns to the Government. Where necessary we may share personal information with other service providers, such as insurers and professional advisers.

4. Vital interests

We may process personal information if we believe this is necessary to protect an individual's vital interests. This might include sharing allergy information with third party caterers, or other health information with medical professionals providing treatment.

5. Consent

Where none of these conditions apply, and we still wish to process your personal information, we will ask for your consent. Depending on the nature of the consent we are asking for, and the age and understanding of the pupil, we may ask for our pupils for their consent, or a parent, or both.

If we ask for consent, we will be clear about what we are asking to do with your personal information. Where we are relying on consent to process personal information you may withdraw your consent at any time. Please note that we may need to continue to process personal information under one of the other grounds set out above.

Our legal basis for processing special categories of personal data

Data protection legislation also refers to "special categories of personal data" which is more sensitive personal information needing a higher level of protection.

This includes data revealing racial or ethnic origin, trade union membership, and the processing of biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

We take extra care when processing this type of information and will only process this type of information when one of the following applies:

6. Data revealing racial or ethnic origin

We collect information on the ethnicity, first language, country of birth and nationality where we are under a statutory obligation to complete an annual school census and return to the Secretary of State for Education.

7. Trade union membership

Trade union representatives are entitled to reasonable paid time off to receive training and undertake certain trade union duties and activities (for example, as health and safety or union learning representatives). We record the names of our trade union reps so that we know who they are and ensure that we comply with employment law.

8. Biometric data

We do not use this type of data at Derby High School.

9. Data concerning health

We record information on the health of our staff where this is necessary to fulfil our obligations under employment law, make adjustments to support them, calculate their entitlement to sick pay or to ensure the safety of pupils in their care.

We may record and process information on the health of our pupils in the following areas:

- **Safeguarding** – it may be necessary for us to record information on the physical or mental health of our students and share this with health or social care professionals in order to ensure our pupils receive appropriate health or social care treatment.
- **Pastoral care** – we may record information concerning the social, psychological or physical development of our pupils and this may include information concerning their health, in order to make provision for appropriate health or social care treatment.
- **Special Educational Needs and Disability (SEND)** – when we record information on a pupil's individual needs this may include information concerning their health. Where we do this, it is in order to make provision for appropriate health or social care treatment.
- **Medical care** – we record information on any pre-existing medical issues of our pupils and any medical episodes they experience at school. This is in order to make provision for appropriate health treatment.

In a medical emergency, we may share information with other parties, such as ambulance staff or a hospital if we believe it is in an individual's best interests and they are unable to provide this themselves.

10. Data concerning a person's sex life or sexual orientation

We may record information on a pupil's sex life or sexual orientation where this is necessary to provide appropriate safeguarding or pastoral care. We will do this where we believe it is necessary to make provision for appropriate health or social care treatment, protect a pupil from physical, mental or emotional harm, or protect their physical, mental or emotional wellbeing.

11. Consent

Where none of the above conditions apply and we still wish to process special categories of personal data we will ask for consent. If we ask for consent, we will be clear about what we are asking to do with any sensitive personal information, and the person providing consent may withdraw this at any time. Depending on the nature of the consent we are seeking, and the age and understanding of the child, we may ask our pupils for their consent, or a parent, or both.

How long do we keep personal information?

In line with the law, we keep information for as long as is necessary in order to carry out the services and activities listed above.

We retain some information after our pupils have left our schools, for example, student roll, public exam results, and safeguarding information. We may keep some limited information for a longer time if we believe this is appropriate for historical, research or statistical purposes.

Website terms and conditions

The Derby High School maintains this web site ("the Site") and the information and materials on the Site ("Content"). By accessing or browsing the Site, you agree to these Terms of Use.

Disclaimer

Whilst we take care to ensure the accuracy of the Content, to the extent permitted by law, Derby High School assumes no legal liability for and does not warrant that the information contained on this web site is accurate or complete, or that these web pages will be free from errors or that its availability will be uninterrupted; Derby High School hereby expressly disclaims and excludes all express and implied warranties terms or conditions not stated herein, so far as such exclusion or disclaimer is permitted under the applicable law. The School excludes all liability to any person for any loss or damage caused by any errors or omissions, whether such errors or omissions result from negligence, accident or any other cause, but this disclaimer is without prejudice to any claims for fraudulent misrepresentation, personal injuries or death.

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Privacy statement

Derby High School will only use the personal information submitted on this site to respond to the query and send future correspondence and promotions. You can unsubscribe from these promotions at any time from within the email you receive. Your information will not be shared with any third parties unconnected with Derby High School.

Information sharing

Derby High School does not share any information submitted through this website with third parties. If you have opted into receiving information from Derby High School, then you will always have the opportunity to unsubscribe on receipt of an email.

Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

This website uses Google Analytics, a web analytics service provided by Google, Inc. (“Google”). Google Analytics uses cookies to help us analyse how visitors use the site in the aggregate. It does not collect personally identifiable information, and does not track your movements between different websites.

The cookies used by Google Analytics are:

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You may opt out of Google Analytics on all websites by installing the Google Analytics Opt-out Browser Add-on, or just for this website.

Acceptance of these terms

By using this site, you signify your assent to Derby High School’s Privacy Statement. If you do not agree with our Privacy Statement, please do not use our site. We reserve the right, at our discretion, to change, add or remove portions of this Privacy Statement at any time. Please check this page periodically for changes. Your continued use of the Derby High School site following the posting of changes to this Statement means you accept the changes we make.

Monitoring arrangements

The Bursar is responsible for monitoring and reviewing this policy.

This policy will be reviewed and updated if necessary when the Data Protection Bill receives royal assent and becomes law (as the Data Protection Act 2018) – if any changes are made to the bill that affect our school’s practice. Otherwise, or from then on, this policy will be reviewed **every 2 years** and shared with the full governing board.

Links with other policies:

This Privacy Policy should be considered alongside the following school policies available on the school website:

- Data Protection Policy
- Online Safety Policy
- Safeguarding Policy

Other policies which exist to support this policy and are available on request from school include:

- Camera and Photography Policy GDPR and Exams – Policy
- Computing Rules and Online agreement - Primary
- Computing Rules and Online Agreement – Seniors
- Staff ICT and Social Media Policy
- Data Retention Policy