



Headteacher: Miss Caitlin Macrae

November 2019

## PRIVACY NOTICE FOR STUDENTS ATTENDING THE HIGHFIELD SCHOOL

The Highfield School collects a lot of data and information about you so that we can run effectively as a school. This privacy notice explains how and why we collect your data, what we do with it and what rights your parents/carers and you have.

### Why do we collect and use student information?

We collect and use student information where we have your consent, where we have to by law and where we need it to make the school run effectively:

- a. to support your learning;
- b. to monitor and report on your progress;
- c. to provide appropriate pastoral care;
- d. to comply with the law;
- e. for the protection and welfare of you and others in the school;
- f. for the safe and orderly running of the school;
- g. to promote the school.

### What we collect:

- a. Personal information (such as name and address);
- b. Characteristics (such as ethnicity, language, medical conditions, gender, nationality, country of birth and free school meal eligibility);
- c. Attendance information, behaviour logs and academic/assessment records;
- d. Relevant medical information and any child protection / safeguarding information;
- e. Additional educational needs information;
- f. CCTV footage for security purposes and for the protection of staff and students.

We collect information about you when you join the school and update it during your time in the school as and when new information is acquired.

As the school has a cashless catering system, where permission is given, we also have biometric data about you.

### Collecting student information:

We will inform you whether you are required to provide certain information to us or if you have a choice in this (which will usually be when you are around the age of 13). Under the age of 13 we will ask your parents for their consent. After the age of 13 parental consent is unlikely to be needed but we wish to take a collaborative approach so we will keep your parents informed when we are approaching you for consent up to the age of 16. If we feel you have the maturity to make your own decisions about your personal data you may refuse to give your permission or withdraw consent if consent has previously been given.

### Storing student data:

We generally hold student data until you reach the age of 25 although it may be longer in some cases.



## **Who do we share student information with?**

We routinely share student information with:

- schools that you may attend after leaving us;
- our local authority (Hertfordshire);
- your home local authority (if different);
- the Department for Education (DfE);
- school governors;
- exam boards.

From time to time, we may also share student information with other third parties including the following:

- the Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists,
- Education Welfare Officers;
- Courts, if ordered to do so;
- Prevent teams in accordance with the Prevent Duty on schools;
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;
- UCAS
- The Skills Funding Agency
- The Learning Records Service

## **Youth support services - what is different about students aged 13+?**

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide youth support services and careers advisers.

A parent / guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

## **Why we share student information:**

We do not share information about our students with anyone without consent unless the law allows us to do so.

## **Requesting access to your personal data:**

You have the right to request access to the information that we hold about you. From the age of 13, we generally regard you as having the capacity to exercise your own rights in relation to your personal data. Under the age of 13, your parents/carers will need to make the request.

You also have the right to:

- object to the use of personal data that is likely to cause, or is causing, damage or distress;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

## **Contact:**

This is a shortened version of the full document. A copy of the full version is on the website and if you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, Herts for Learning are acting as the School's Data Protection Officer email: [dpo@highfield.herts.sch.uk](mailto:dpo@highfield.herts.sch.uk)