



# **Cardinal Heenan Catholic High School**

## **GDPR – Privacy Notice (How we use pupil information)**

|                             |                 |
|-----------------------------|-----------------|
| Key staff:                  | J Asquith       |
| Key governor:               |                 |
| Last reviewed:              | 12 April 2024   |
| Approved by Governing Body: | <i>D Glover</i> |
| Date:                       |                 |
| Due for renewal:            | August 2026     |

We, Cardinal Heenan Catholic High School are a Data Controller for the purposes of the 2018 Data General Data Protection Regulations (GDPR), previously the Data Protection Act 1998.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Mr J Asquith, School Business Manager (gdpr@cardinal-heenan.org.uk) on 0151 235 1430

## **Why we collect and use this information**

Section 537A of the Education Act 1996 requires schools to collect and provide any such individual pupil information as may be prescribed. This includes sharing of a set of named pupil records through the submission of termly school census returns to the local authority and DfE.

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

To find out more about the data collection requirements placed on us by the Department for Education go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We also collect and share individual pupil information with the local authority each week - including attendance and exclusions data. This is supported under The Education (Pupil Registration) (England) (Amendment) Regulations 2011; Children's Act 2004 Section 10: co-operation to improve wellbeing; Children's Act 2004 Section 11: arrangement to safeguard and promote welfare; Education and Inspections Act 2006 Section 38 and Working together to safeguard children guidance (December 2023).

This information is used by the local authority to fulfil a number of statutory duties:

- to ensure there are sufficient school places in the area
- promote high education standards
- ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential
- the need to meet the local authority's safeguarding requirements
- to facilitate the ability of partner organisations to support the learning and welfare of children and young people through the exchange of data and the use of information not otherwise available to either organisation.

For more information on how the local authority uses information we share with them go to <http://liverpool.gov.uk/schools-and-learning/requests-for-pupil-records/>

We also use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

## **The lawful basis on which we use this information**

We collect and use pupil information under Articles 6 and 9 of the GDPR (General Data Protection Regulations):

- Article 6.1c – processing is necessary for compliance with a legal obligation to which the controller is the subject;
- Article 6.1e – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Article 9.2g – processing is necessary for reasons of substantial public interest, on the basis of union or member state law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

## **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as key stage test results and assessments)
- Special educational needs information
- Exclusions/ behavioural information
- Post 16 learning information

## **Who we share pupil information with**

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Local Authorities – Sefton City Council, Knowlsey Borough Council and Liverpool City Council and their commissioned service providers at School Improvement Liverpool
- Department for Education (DfE)

- Examination boards
- The school nurse
- NHS
- The school police liaison officer
- Classcharts
- CPOMS
- Analytics and search engine providers that assist us in the improvement and optimisation of the school website

## **Why we share pupil information**

- We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- We are required to share information about our pupils with local authorities (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- We are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our terms of use and other agreements.
- To protect our rights, property, or safety, or those of our parents, pupils, or others.

## **Youth support services**

### **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil 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 services such as youth support services and careers advisers

A parent or 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 / pupil once he/she reaches the age 16.

### **Pupils aged 16+**

We will also share certain information about pupils aged 16+ with 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 services such as post-16 education and training providers, youth support services and careers advisers.

### **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, LAs and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.find-npd-data.education.gov.uk/>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

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

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.

To make a request for your personal information, please complete a subject access request form as attached to this notice (Appendix A) and forward it to Mr J Asquith, School Business Manager

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Head Teacher in the first instance.

### **Storing pupil data**

We hold pupil data in accordance with the school's data retention policy which may be found on the school website.

### **Policy review**

This policy is reviewed every two years by the School Business Manager and the headteacher.

The next scheduled review date for this policy is April 2026. ]

## Appendix A

### Subject Access Request Form

The Data Protection Act 2018 provides you, the data subject, with a right to receive a copy of the data/information we hold about you or to authorise someone to act on your behalf. Please complete this form if you wish to make a request for your data. Your request will normally be processed within one calendar month upon receipt of a fully completed form and proof of identity.

Proof of identity: We require proof of your identity before we can disclose personal data. Proof of your identity should include a copy of a document such as your birth certificate, passport, driving licence, official letter addressed to you at your address e.g. bank statement, recent utilities bill or council tax bill. The document should include your name, date of birth and current address. If you have changed your name, please supply relevant documents evidencing the change.

#### Section 1

Please fill in the details of the data subject (i.e. the person whose data you are requesting). If you are not the data subject and you are applying on behalf of someone else, please fill in the details of the data subject below and not your own.

|                         |  |
|-------------------------|--|
| Title                   |  |
| Surname/Family Name     |  |
| First Name(s)/ Forename |  |
| Date of Birth           |  |
| Address                 |  |
| Post Code               |  |
| Phone Number            |  |
| Email address           |  |

I am enclosing the following copies as proof of identity (please tick the relevant box):

- ☐ Birth Certificate
- ☐ Driving Licence
- ☐ Passport
- ☐ An official letter to my address

**Personal Information**

*If you only want to know what information is held in specific records. please indicate in the box below. Please tell us if you know in which capacity the information is being held, together with any names or dates you may have. If you do not know exact dates, please give the year(s) that you think may be relevant.*

**Details:****Employment records:**

If you are, or have been employed by the school and are seeking personal information in relation to your employment please provide details of your Oracle number and dates of employment.

**Details:****Section 2**

Please complete this section of the form with your details if you are acting on behalf of someone else (i.e. the data subject).

If you are **NOT** the data subject, but an agent appointed on their behalf, you will need to provide evidence of your identity as well as that of the data subject and proof of your right to act on their behalf.

|                         |  |
|-------------------------|--|
| Title                   |  |
| Surname/ Family Name    |  |
| First Name(s)/Forenames |  |
| Date of Birth           |  |
| Address                 |  |
| Post Code               |  |
| Phone Number            |  |

I am enclosing the following copies as proof of identity (please tick the relevant box):

- ☐ Birth Certificate
- ☐ Driving Licence
- ☐ Passport
- ☐ An official letter to my address

**What is your relationship to the data subject?** (e.g. parent, carer, legal representative)

I am enclosing the following copy as proof of legal authorisation to act on behalf of the data subject:

- ☐ Letter of authority
- ☐ Lasting or Enduring Power of Attorney
- ☐ Evidence of parental responsibility
- ☐ Other (give details):

### Section 3

Please describe as detailed as possible what data you request access to (time period/ categories of data/ information relating to a specific case/ paper records/ electronic records).

I wish to:

- ☐ Receive the information by post\*
- ☐ Receive the information by email
- ☐ Collect the information in person
- ☐ View a copy of the information only
- ☐ Go through the information with a member of staff

\*Please be aware that if you wish us to post the information to you, we will take every care to ensure that it is addressed correctly. However, we cannot be held liable if the information is lost in the post or incorrectly delivered or opened by someone else in your household. Loss or incorrect delivery may cause you embarrassment or harm if the information is 'sensitive'.

Please send your completed form and proof of identity by post or in person to:

Mr J Asquith

School Business Manager

Cardinal Heenan Catholic High School, Honeysgreen Lane, West Derby, Liverpool, L12 9HZ

Please mark PRIVATE & CONFIDENTIAL

Or by email: [gdpr@cardinal-heenan.org.uk](mailto:gdpr@cardinal-heenan.org.uk)

Subject line of the email should contain PRIVATE & CONFIDENTIAL SAR REQUEST