



# General Data Protection Regulations (GDPR) Privacy Notice

## Who processes your information?

The Radclyffe School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that The Radclyffe School upholds are imposed on the processor.

Oldham Local Authority's Data Protection Officer will act as our Data Protection Officer. His/her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with GDPR. The data protection officer can be contacted by email to [DPO@oldham.gov.uk](mailto:DPO@oldham.gov.uk)

## Why do we collect and use your information?

The Radclyffe School holds the legal right to collect and use personal data relating to students and their families; and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interest set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 3 of the Education (Information About Individual Pupils – England) regulations 2013

In accordance with the above, the personal data of students and their families is collected and used for the following reasons

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To safeguard students
- To assess the quality of our service
- To comply with the law regarding data sharing

## What data do we collect?

The categories of student information that the school collects, holds and shares includes the following:

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as, numbers of absences and reasons for absence)



- Assessment information (such as test results, KATs and ROAs, KS4 external examination results)
- Relevant medical information (such as allergies, medication held in school)
- Information relating to SEND
- Behavioural information (such as number of internal and external exclusions, detentions)

Whilst the majority of the personal data you provide to school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

Personal data relating to students at The Radclyffe School and their families is stored in line with the school's General Data Protection Regulations Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

The Radclyffe School is required to share students' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about students in schools in England. The Radclyffe School is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our students from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advise or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

The Radclyffe School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares students' information with:

- Students' destinations upon leaving the school
- Local Authority
- DfE
- The NHS
- School Nurse
- Examination Awarding Bodies

When our students reach the age of 13, we also pass student information to the provider of youth support services (Positive steps) 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 the following services:

- Youth support service
- Careers advisors

A parent/carer can request that only their child's name, address and date of birth is passed to the LA or Positive Steps by informing school. This right is transferred to the student once they reach the age of 13

We also share personal data with third party organisations which provide services to us. This data is only shared where it is essential for the service to be provided. We currently provide pupil level data for the following purposes:

- to provide core school business services
- to run core IT systems
- to support learning through curriculum products, e.g. Kerboodle, My Maths. A full current list of third party organisations is available on request.

### **What are your rights?**

Parents, carers and students have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how The Radclyffe School uses your personal data
- Request access to the personal data that The Radclyffe School holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing

Where the processing of your data is based on your consent, you have the right to withdraw the consent at any time.

If you have a concern about the way The Radclyffe School is collecting or using your personal data, we request that you raise the concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer at [DPO@oldham.gov.uk](mailto:DPO@oldham.gov.uk)