

# GDPR privacy notice for pupils and their families

Schools are currently required to inform pupils and their families about how their personal data may be collected and used.

## Who processes your information?

Sutton Coldfield Grammar School for Girls 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 pupils and their families is to be processed. The Finance and Operations Director, Mr D. Thorp acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 0121 354 1479 or [enquiry@suttcold.bham.sch.uk](mailto:enquiry@suttcold.bham.sch.uk).

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless for the reasons explicitly stated below or if 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 Sutton Coldfield Grammar School for Girls upholds are imposed on the processor.

Mr A. Maguire is the Data Protection Officer (DPO). Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 0121 354 1479 or [enquiry@suttcold.bham.sch.uk](mailto:enquiry@suttcold.bham.sch.uk).

## Why do we collect and use your information?

Sutton Coldfield Grammar School for Girls holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests 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 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

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

- To support teaching and learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care and ensure safeguarding
- To assess the quality of our service
- To comply with Department of Education Financial Regulations
- To comply with the law regarding data sharing
- To communicate with parents/carers about school events

## **Which data is collected?**

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

- Personal information – Names, date of birth, address, contact information and student identifier numbers etc.
- Characteristics – Ethnicity, national identity, home/first language, religion, free school meal and pupil premium status, country of birth etc.
- Attendance information, including number of absences and reasons for absence
- Assessment information including national curriculum and examination results
- Relevant medical and dietary information
- Information relating to SEND
- Behavioural information including number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance and security procedures

Whilst the majority of the personal data you provide to the 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.

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

- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial information where appropriate
- Information pertaining to home life where appropriate

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

Personal data relating to pupils at Sutton Coldfield Grammar School for Girls and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with 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 school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Students' Personal Data – Names, dates of birth, address, examination results, student identifiers, attendance and behavioural information
- Student Characteristics – Ethnicity, SEN status, FSM and pupil premium status and LAC status
- Any other statutory information that the DfE requires

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Sutton Coldfield Grammar School for Girls is required by law to provide information about our pupils 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 pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

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

Sutton Coldfield Grammar School for Girls 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 pupils' information with:

- Pupils' individual destinations upon leaving the school
- The Local Authorities
- The NHS

The information that we share with these parties includes the following:

- Personal Data – Name, date of birth, address details, examination results
- Characteristics – Relevant medical information, ethnicity, free school meal and pupil premium status, SEN information

Once our pupils reach the age of 13, we are required by law to pass on certain information to the DfE and relevant Local Authorities who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of pupils who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the Local Authority by informing the DPO, Mr A. Maguire, via email or letter. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents. We are also required to pass certain personal information to careers services once pupils reach the age of 16.

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

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Sutton Coldfield Grammar School for Girls uses your personal data.
- Request access to the personal data that Sutton Coldfield Grammar School for Girls 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.

- Request that the processing of your data is restricted.
- Object to your personal data being processed.

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

If you have a concern about the way Sutton Coldfield Grammar School for Girls and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

#### **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (<https://www.suttcold.bham.sch.uk>) to view our GDPR Data Protection Policy.

#### **When will this privacy notice be reviewed?**

This privacy notice will be reviewed at least annually by the DPO and the Headteacher. The footer shows the date of the last review. When the privacy notice is reviewed and amendments made, parents/carers will be notified of the changes.

The next scheduled review date is November 2021.