



Privacy Notice 2020

www.beaufort.hants.sch.uk



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General Data Protection Regulation 2018

The Henry Beaufort School is the Data Controller for the purposes of the General Data Protection Regulation.

We collect information from you and may receive information about you from your previous school, Hampshire County Council and the Learning Records Service.

Why we collect and use this information

We hold this personal data and use/share it to:

- Support students' teaching and learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Keep students safe
- Contribute to improving student health and reducing inequalities
- Undertake statistical forecasting and planning
- Assess how well The Henry Beaufort School is performing
- Comply with the law regarding data sharing
- Meet the statutory duties placed upon us by the Department for Education

The categories of personal information that we process include:

- Personal information (such as name, unique student number, contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Behaviour information (such as exclusions and any relevant alternative provision put in place)
- Assessment and attainment information
- Modes of travel
- Relevant medical and special educational needs (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Post 16 learning information

The school is protected by CCTV in all public spaces but not in toilet cubicles or changing areas.

If we have received your permission, then we may store and share photographs or video for use in our



news stories, on our website or prospectus.

If we have received permission, then we use student biometric data to support our cashless catering system.

If students are enrolling for post 14 qualifications, then the school will be provided with a student unique learner number (ULN) by the Learning Records Service and the school may also obtain from them details of any learning or qualifications that have been undertaken.

The General Data Protection Regulation allows us to collect and use student information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where 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. When the personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of the data subject and the vital interests of the data subject or another.

Our legal grounds for using personal information

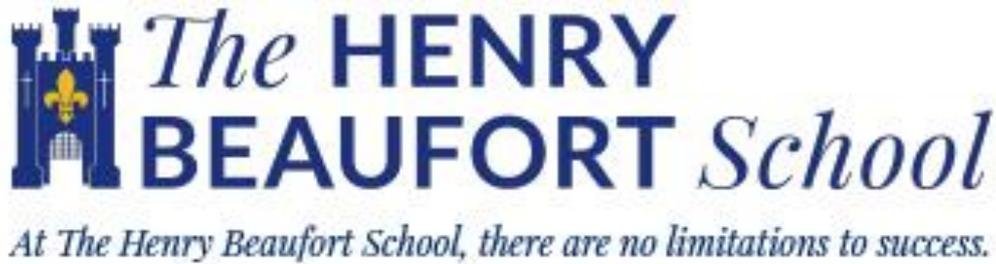
Our requirement for this data and our legal basis for processing this data includes the Education Act 1996, 2002 and 2011, The Childrens Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and Framework Act 1998 and the Equalities Act 2010.

Collecting personal information

Student data is essential for the schools' operational use. Whilst the majority of personal 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 personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time. This can be done by contacting Admin@beaufort.hants.sch.uk

Storing personal data

We hold student data for / in accordance with our retention schedule *until the age of 22, Age 25 for Child Protection records.*



Who do we share student information with?

We routinely share student information with:

- Schools/colleges that the student's attend after leaving us
- Our local authority
- Youth Support Services (students aged 13+)
- The Department for Education (DfE)
- Law enforcement or Government departments where there is a legal obligation to share information

Aged 14+ qualifications

For students enrolling for post 14 qualifications, the Learning Records Service will give us a student's unique learner number (ULN) and may also give us details about the student's learning or qualifications

Why we share student information

We do not share personal information with anyone without consent unless the law and our policies allow us to do so.

We share students' 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 students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information about Individual Students) (England) Regulations 2013. We share this information to fulfil our safeguarding duties and where it may prevent or detect a crime.

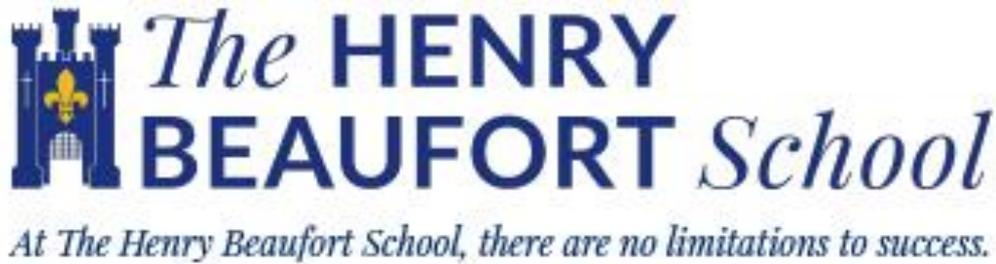
Data collection requirements

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

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 services as follows:

- Youth Support Services
- 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.

Our students aged 16+

We will also share certain information about students 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 as follows:

- Post-16 education and training providers
- Youth Support Services
- Careers Advisers

A student once they reach the age of 16 can request that **only** their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

For more information about services for young people, please visit our local authority website. <https://www.hants.gov.uk/>

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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, local authorities and awarding bodies.

We are required by law, to provide information about our students 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 Students) (England) Regulations 2013.

To find out more about the student information we share with the department, for the purpose of data



collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

The department may share information about our students 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 student 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 student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

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

Requesting access to your personal data

Under GDPR, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer via the school Reception.



You also have the right, subject to some limitations 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
- A right to seek redress, either through the IOC, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

The Henry Beaufort School is registered as the Data Controller with the Information Commissioners Office. Our registration number is Z6839574

For more information please see the Privacy Notice. If you have any questions, please contact the school's Data Protection Officer Data.Protection@beaufort.hants.sch.uk or telephone via the school Reception.

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