



PRIVACY NOTICE

Calday Grange Grammar School collects data and information about our students and their parents/carers so that we can run effectively as a School and comply with our duties and obligations. This Privacy Notice explains what personal data we process, why we process it, our legal basis, how long we keep it and the rights of our students and their parents/carers.

We will always make sure that the information is protected and treated securely. Any information that we process will be held in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other UK or EU data protection. Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

We, Calday Grange Grammar School, are the 'data controller' for the purposes of data protection law. Our appointed Data Protection Officer is Jane Corrin, Wirral Local Authority.

Why we collect and use student information

The personal data collected is essential, in order for the school to fulfil its official functions and meet legal requirements. We collect and use student information for the following purposes:

- a) to support student learning
- b) to monitor and report on student progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to comply with the law regarding data sharing

The categories of student information that we may collect, use, store and share (when appropriate) about student includes but is not restricted to:

- personal information (such as name, unique pupil number, contact details and address)
- relevant medical information
- characteristics (such as ethnicity, language, and free school meal eligibility, country of birth, nationality or special educational needs information)
- safeguarding information (such as court orders and professional involvement)
- details of any support received including care packages, plans and support providers
- attendance (such as sessions attended, number of absences and absence reasons)
- assessment and attainment information (internal assessments, externally set tests and examinations)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographs/video (including CCTV)
- Biometrics (to provide cashless catering)
- IT usage and door access

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department of Education.



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Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where we need to comply with a legal obligation or we need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where we have obtained consent to use it in a certain way or we need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds that justify our use of this data.

How we collect student information

Student data is essential for the school's operational use. Whilst the majority of student information you provide to us is mandatory, some is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this.

We collect student information:

- directly from parents/carers via registration forms at the start of the student's education. It is the responsibility of parents/carers to ensure that this data, including addresses and emergency contacts, remains accurate
- from the Common Transfer File (CTF) from their previous school
- external agencies such as Local Council, Department of Education etc

How we store student data

We hold student data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the policies section of the school website <https://www.calday.co.uk/policies>

Data Sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about students with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- welfare services (such as social services)
- educators and examining bodies
- Ofsted
- suppliers and service providers (to enable them to provide the service we have contracted them for)
- financial organisations including the Education & Skills Funding Agency
- central and local government
- our auditors
- relevant NHS staff e.g. School Nurse, CAHMS
- educational agencies that support the learning of the students
- law enforcement officials (if necessary) such as the police, HMRC etc
- systems required for teaching, learning and assessment.



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Data Sharing (cont/d)

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. Please see Appendix 1 at the end of the document for further information.

Youth support services

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 such as post-16 education, training services and careers advisers.

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child/student once they reach the age 16.

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

Parents and students' rights regarding personal data

Under data protection legislation, individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parent/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12). To make a request for your personal information, or to be given access to your child's personal data, please contact the school via dpo@calday.co.uk or by telephone 0151 6252727.

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
- a right to seek redress, either through the ICO, or through the courts

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or you have any other concern about our data processing, please raise this with the school in the first instance.

To make a complaint, please contact our Data Protection Officer via email to dpo@calday.co.uk or in writing to the school address marking your envelope for the attention of the Data Protection Officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Online at <https://ico.org.uk/concerns/>
- In writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please do not hesitate to contact the school on 0151 6252727.



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APPENDIX 1

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections under

- Pupil transfer forms
- School census

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>

How the Government uses your data

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

The National Pupil Database (NPD)

Much of the data about students in England goes on to be held in 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, local authorities and awarding bodies.

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

Sharing by the Department

The law allows the Department to share students' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime or terrorism

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

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police. For perspective, the total number of pupils in UK schools (primary, secondary and independent) in January 2018 (latest available figures) was 8,735,098.

For information about which organisations the Department has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfе-external-data-shares>

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