



# WEST HILL SCHOOL

*Aiming High Since 1927*

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## How we use student information

We, West Hill School, are a data controller for the purpose of the General Data Protection Regulation. We collect information from you and may receive information about you from your previous school, local authority and/or the Department for Education.

## We collect your information to:

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

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

- Personal information such as:
  - Name, date of birth, gender, image, class details, admission data, unique student number, address, family contact details, GP contact details, dietary requirements, school history, attendance, behaviour log, parental consent
- Special categories of information such as:
  - Ethnicity, language, nationality, religion, country of birth, free school meal eligibility, dietary need, student and service premium, medical needs, welfare information, assessment, data, post 16 information, biometric data, video recordings on CCTV, records of use of email, interned and computers, special educational needs and disability status, accident information

We share student data with a number of services in order to provide appropriate support for our students. This will include Local Authority educational services including specialist inclusion, support and access services as well as health services like School Nursing.



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

### Legal obligation:

We are required to use student data when undertaking our legal obligations and to comply with our statutory functions.

The following information is processed as a result of the school's legal obligation:

- Student Name, Date of Birth, Gender, Image, Class details, Admission Date, ULN, UPN, Address, Family Members, Family Contact Details, GP Contact Details, Dietary Requirements, Ethnicity, Nationality, Religion, FSM, School History, Attendance, Medical Needs, Assessment Data, Behaviour Log, SEN Status.

### Consent:

The consent of parents/carers may be relied upon to process some forms of student data.

We will request consent in the following circumstances:

- To allow us to process the personal and sensitive information for school visits (Name, DOB, Contact Telephone Number, Medical Requirements)
- When taking photographs of students to be used on the school website, publicity, social media, printed media, sale to parents, identification and used within the school environment
- When taking photographs by the school photographer [Paul Devlin Photography]
- To share information with the Team Around the School (TAS)
- To share information with the Team Around the Child (TAC)
- To allow us to process biometric information for automatic payment for items in the school canteen and access to buildings

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal.

Please contact West Hill School should you wish to withdraw your consent for any of the above activities.

## Collecting student information

Whilst the majority of student 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 student information to us or if you have a choice in this. This voluntary information is detailed in our Consent Form.



## Storing student data

We hold all student data for seven years after a student has completed Y11 of their statutory education. Exceptions to this are listed below or where other legal obligations override this.

- Email Use – 12 months from the end of Y11
- CCTV – Images are automatically stored for a period of two weeks. If the release of any image is required by a third party the process for this is covered in the CCTV Policy.

## Who we share student information with:

We routinely share student information with:

- schools that the students attend after leaving us
- our local authority, Tameside Metropolitan Borough Council
- the Department for Education (DfE)
- Positive Steps
- School Nurse
- NHS

We will not give information about you to anyone outside this establishment without your consent unless the law permits it. We are required by law to pass some of your information to the Local Authority for monitoring, tracking and provision of appropriate services, and to the Department for Education.

These organisations are then required to share some of this information with trusted partners including NHS Trusts and other Local Authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possibly to children and young people.

## Why we share student information

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 the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.



## 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

### 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 or carer 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.

## The National Pupil 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 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 data protection legislation, 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, please contact The School Business Manager or the Data Protection Officer to make a request or alternatively you can view our Data Subject Rights Policy <https://www.westhillschool.co.uk/datasubjectrights>

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 us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>



## **Contact**

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

The School Business Manager or the Data Protection Officer, details of which can be found on the school website.

For students reading this document you may wish to discuss any issues or concerns with your Form Tutor in the first instance.