



Your privacy is important to us and we want to keep your personal information safe. This privacy notice tells you how we do that and sets out your rights when it comes to the personal information that we hold about you.

King Edward VI School (the "School") only holds the personal information it is allowed to hold about you, and only uses it for your education at the School.

### **What kind of information do we collect about you?**

- Your personal information (such as your name, title, date of birth, unique student number, address, contact details).
- Characteristics (such as ethnicity, language and free school meal eligibility).
- Your academic, admissions and assessment records (including information about any special needs), and examination scripts and marks.
- Where appropriate, information about your health and welfare including any professional involvement, and contact details for someone in case of an emergency.
- Safeguarding information (including, where applicable, court orders and professional involvement).
- References we give or receive about you, and information provided by your previous schools and professionals and organisations that have worked with you.
- Copies of your official documents (such as your passport or birth certificate).
- Medical information (such as medication you are required to take and food allergies, dietary requirements).
- Behavioural information (such as exclusions and any relevant alternative provision put in place).
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended).
- Images of you taking part in School activities, and images captured by the School's CCTV system or during remote learning (in accordance with the School's policy relating to images of children).

### **How do we collect your personal information?**

We collect personal information from you and your parents or guardians directly. This may be through a form, or simply in our day-to-day contact with you.

From time to time we may also collect information about you supplied by others. For example, we may receive information from:

- your parents;
- another school; or
- professionals or authorities that have worked with you.

The majority of the personal information you provide to us is mandatory, which means that you must provide it to us. Other personal information you provide to us is optional, which means that you may decide not to provide it to us. We will let you know when the personal information we request is optional.

## **Why do we collect your personal information?**

We use your personal information:

1. to decide whether you can join the School;
2. to support your learning and education;
3. to monitor and report on your progress;
4. to make sure your health and wellbeing is looked after;
5. to make sure we provide you with a high quality of education;
6. to ensure the School complies with the law and meets its legal obligations;
7. to meet the statutory duties placed upon us for Department for Education (DfE) data collections;
8. to provide teacher assessed grades to exam boards (Years 11 and 13 in 2021 Only)
9. to keep you safe (food allergies and contact details); and
10. to stay in contact with you as an Old Edwardian after you leave.

You can find more information about these reasons below.

## **Why we use your personal information**

We have agreed that we will support your learning and education at the School. Most of the personal information we collect about you is needed to make sure we are able to provide this support to you. We also use your personal information to make sure that the School is acting within the law and meets its legal obligations. For example, we may need your personal information to ensure you are kept safe.

There are also some situations where we use your personal information for other reasons (these are known as the “legitimate interests” of the School). This will happen when there is no specific law which requires us to use your personal information. For example, we will use your personal information when deciding whether you can join the School, when we ask for professional advice from someone outside the School, and when we make use of photographs of you so that we can identify you.

It is important to know that we also use some sensitive personal information about you such as your medical and health records, religion and biometric information. Biometric information is collected for use with the cashless catering system and also for registration purposes (in Years 11 to 13 only). The School may require other information, for example, to make sure you are cared for and provide you with support to meet your specific needs. Where we collect this information, we will usually ask you for your (or your parents’) clear permission to use this information.

## **Who do we share your information with?**

We routinely share your personal information with:

1. schools that you attend after leaving us;
2. the relevant local authority;
3. youth support services (students age 13+) (more information below); and
4. the DfE (more information below).

We may also share your information with others where we are required or permitted to do so by law, or where we have received your consent (or your parents' consent) or have a legitimate interest in sharing your personal information. This might include Ofsted, professional advisers or other regulators. In 2021, this includes exam boards for the purpose of awarding GCSE and A2 examination grades to Years 11 and 13 respectively. Subject Assessment Records will be the only records maintained by the School which relate to the Teacher Assessed Grades for the Summer 2021 examination series.

We may also share your information with organisations that provide a service to the School. For example, we will share your personal information with Unifrog to help you prepare your application for university and consider your career options.

### **How secure is my information when others use it?**

When others use your personal information we make sure that they keep it secure and we have policies that make this clear. We only allow them to use your personal information for purposes that we make clear to them in advance. They will only use your personal information in the way that we have agreed with them.

### **Does my personal information go abroad?**

We may use your information outside the UK, but we will only do this in certain situations. For example, we may do this when you or your parents contact us from outside the UK, when the School makes arrangements for trips and travel abroad, when we contact previous schools you attended abroad. We will take steps to protect your personal information when this happens and may also let you know about this when it takes place.

### **Information Security**

We protect the security of your information. If you want to know how we do that, please contact the School's Data Protection Lead (contact details are provided below).

We have procedures to make sure that your personal information is not accidentally lost and that is not used, accessed, changed or shared with others without our permission. Your personal information will only be shared with people who need it. They will only use your personal information with clear instructions from us. We will make sure that they treat your personal information as confidential.

If your personal information is used in a way that is not acceptable, we have a procedure to deal with this. For example, if your personal information is accidentally lost we will let you know about this and we may also contact the Information Commissioner's Office about it.

### **How long will you keep my information for?**

The School will keep your personal information for as long as it is necessary. When we no longer have a legitimate reason to hold it, we will delete or destroy your personal information securely. You can find out more about how long we keep your personal information by taking a look at the Data Protection Policy which is published on the School's website.

In some circumstances we may anonymise your personal information. This means that your information can no longer be linked to you and you will not be identified. If we do this, we may use this information without telling you.

## **What about changing the information that we hold about you?**

If any of your personal information changes, it is important that you let us know so that we can update our records to keep it accurate.

## **What can I do with the personal information that you use?**

You can:

- Ask to see your personal information;
- Ask for a correction of your personal information to ensure it is accurate;
- Ask for your personal information to be deleted;
- Object to processing of your personal information;
- Ask for us to limit the processing of your personal information; and
- Request the transfer of your personal information to another party.

If you want to do any of the above, please contact the School's Data Protection Lead in writing (contact details are provided below).

## **When you do not want us to use your personal information**

Most of your personal information has to be used by us for the reasons we have given in this notice. There are certain times when we do not have to use your personal information but we think that there are good reasons why you might want us to use it. For example, we may ask for permission to use photos of you. If you give us permission to use this personal information you can always ask us to stop using your information. If you want to do this, please contact the School's Data Protection Lead in writing (contact details are provided below).

## **Point of contact**

As the Data Protection Lead, (Mr Michael Hawley) is responsible for this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact him:

**By post:** Mr Michael Hawley, King Edward VI School, Chapel Lane, Stratford-upon-Avon, CV37 6BE

**By phone:** 01789 203108

**By email:** mdh@kes.net

If you are unhappy with how we are using your personal information, you can make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Please contact us before you do this as we may be able to help you without you going outside the School.

## **Changes to this privacy notice**

We may update this privacy notice at any time and we will give you access to the new privacy notice. We may also let you know in other ways about how we use your personal information.

If you have any questions about this privacy notice, please contact the Data Protection Lead (contact details are provided above)

## 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:

1. youth support services; and
2. careers advisers.

The information shared is limited to your 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 you when you reach the age 16.

### 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

For more information about services for young people, please visit our local authority website.

## Department for Education

The 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 DfE either directly or via our local authority for the purpose of these data collections, under Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#). For more information, please see the 'How Government uses your data' section.

### 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 Student 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)

### Data collection requirements

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

## **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 DfE 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.

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

## **Data sharing by the DfE**

The law allows the DfE 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; and
- organisations fighting or identifying crime.

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 the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 students per year to the Home Office and roughly 1 per year to the Police.

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/dfe-external-data-shares> .

To contact the DfE, please go to: <https://www.gov.uk/contact-dfe> .