



HIGHFIELDS SCHOOL

PRIVACY NOTICE FOR PARENTS/CARERS

BOUNDARY WAY, PENN, WOLVERHAMPTON, WV4 4NT
Telephone: 01902 556530 E-mail: enquiries@hswv.co.uk Website: www.hswv.co.uk

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.

This privacy notice explains how we collect, store and use personal data about students and their families. The trust, Highfields School, is the 'data controller' for the purposes of Data Protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students and their families includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school

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

Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Carry out education research
- Comply with the law regarding data sharing
- Communicate with parents/carers
- Assess eligibility for free school meal and other grants

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

Use of your personal data in automated decision making and profiling

We do not currently process any parents' or carers' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Our lawful basis for using this data

We only collect and use personal data where the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation (e.g. to undertake our safeguarding duties)
- We need it to perform an official task in the public interest (delivering teaching and learning to students onsite, or remotely)

Less commonly, we will also process personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use your 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 your personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about students and their family is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students and their family while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our records management policy sets out how long we keep information about students. This is freely available from the school's website under the About - Policies tab.

Data sharing

We do not share information about students and their family 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 and their family with:

- Our Local Authority (Wolverhampton City Council) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to fulfil our statutory obligations
- The student's family and contacts – to discuss academic progress, wellbeing and pastoral issues
- Educators, examining bodies and awarding organisations – academic progress and examination entry information
- Our regulator (Ofsted) – they inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages.
- The providers of our IT systems - to enable us to deliver our curriculum in school and remotely
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable families to pay for education services and resources, such as trips, visits and school meals

- Central and local government – contracts and agreements to provide services such as music tuition, free school meals and careers guidance
- Our auditors – they inspect how we manage our finances and educate our students
- Survey and research organisations – to enable us to provide the most appropriate curriculum for our students
- Health authorities – School Nurse and organisations that attend school to provide immunisations and advice on health
- Security organisations – our CCTV provider who manage the equipment for the safety and security of the school
- Health and social welfare organisations – GPs, Hospitals, Children’s Services, Education Psychology Service who look after the medical and social needs of children
- Professional bodies, advisers and consultants – who may provide specialist information and support
- Charities and voluntary organisations – to provide specialist information, advice and guidance
- Police forces, courts, tribunals – who may require information and support with elements of the legal process

National Student Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department’s webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to our local authority and Prospects Services, as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, Post-16 education and training services, and careers advisers.

Parents/Carers, or students once aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual’s name, address and date of birth to our local authority and Prospects Services.

Transferring data internationally

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with Data Protection law.

Parents/Carers’ and students’ rights regarding personal data

Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that the school holds about them.

Parents/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), or where the child has provided consent.

Parents/Carers also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact Mr W Harrison, Management Information Systems Manager.

Although, as an Academy, there is no automatic parental right of access to the educational records of your child we would always look to accommodate any such requests wherever practically possible.

Other rights

Under Data Protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- In certain circumstances, be notified of a data breach
- Claim compensation for damages caused by a breach of the data protection regulations
- Make a complaint to the Information Commissioner's Office

To exercise any of these rights, please contact our Data Protection Officer.

Questions/Complaints

We take any complaints about our collection and use of personal information very seriously.

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

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our Information Systems Manager:

Mr W Harrison - wharrison@hswv.co.uk, telephone 01902 556530

or by writing to Highfields School, Boundary Way, Wolverhampton, WV4 4NT.

Alternatively, you may wish to contact our Data Protection Officer:

Services 4 Schools - DPO@hswv.co.uk

or by writing to Highfields School, Boundary Way, Wolverhampton, WV4 4NT.

Please address letters: For the attention of the Data Protection Officer.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Revisions and last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.

This version was last updated September 2023