



HIGHFIELDS SCHOOL

PRIVACY NOTICE FOR STUDENTS

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

You have a legal right to be informed about how the school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you. The trust, Highfields School, is the 'data controller' for the purposes of data protection law.

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Details of any behaviour issues or exclusions

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:

- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Safeguarding information
- Photographs and video images
- CCTV images captured on school premises
- Biometric data/algorithm from your thumbprint

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents/carers when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing
- Help keep you safe when learning online
- Support your learning in school and remotely
- Create school publications electronically and in print

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

You can take back this 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 don't currently put students' personal data through any automated decision making or profiling process. This means we don't make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local Authorities
- Government departments or agencies
- Police forces, courts or tribunals

How we store this data

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

We have a Records Management Policy which sets out how long we must keep information about students. This is freely available to all students via the school's website, under the policy tab.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- The Local Authority – to meet our legal duties to share certain information with it, such as concerns about students’ safety and exclusions
- The Department for Education (a government department) – to fulfil our statutory obligations
- Your family and contacts – to discuss academic progress, wellbeing and pastoral issues
- Educators and awarding organisation – academic progress and examination information
- Our regulator (the organisation or “watchdog” that supervises us), Ofsted – they inspect and regulate services that care for children and young people, and services providing education and skills for learners of all ages.
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Providers of the systems we use to deliver our curriculum – to enable online learning
- Our firewall, filtering and monitoring system - to safeguard you from potentially harmful and inappropriate online material
- Financial organisations – to enable your and your family to pay for education services such as school meals and HP Stream devices
- Central and local government – contracts and agreements we have with them to provide services such as free school meals and careers guidance
- Our auditors – they inspect how we manage our finances and educate you
- Survey and research organisations - to enable us to provide the most appropriate curriculum for you
- Health authorities – School Nurse and organisations that attend school to provide immunisations and advice on health
- Security organisations – Our CCTV provider who manage the CCTV 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 advisers and consultants – who may provide specialist informal, advice and guidance
- Charities and voluntary organisations – to provide specialist information, advice and guidance
- Police forces, courts, tribunals – who may require information and support in connection with elements of the legal process

National Student Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

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

You can find more information about this on the Department for Education’s webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you 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.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to our local authority and Prospects Services.

Transferring data internationally

Where we share data with an organisation that is based outside the UK, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our Information Management Systems Manager:

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

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Questions/Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

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