



## **GDPR privacy notice for students and their families**

Schools are required to inform students and their families about how their personal data may be collected and used. This requirement is specified in General Data Protection Regulation (GDPR) which came into effect on 25 May 2018. Further in depth information regarding the use of data by the school can be found in the GDPR Data Protection Policy, available on the school website.

### **Who processes your information?**

Thornleigh Salesian College is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. The school's Data Protection Officer can be contacted as follows: Helen Byrne [contact@thornleigh.bolton.sch.uk](mailto:contact@thornleigh.bolton.sch.uk)

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Thornleigh Salesian College upholds are imposed on the processor.

### **Why do we collect and use your information?**

Thornleigh Salesian College holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Section 3 of The Education (Information About Individual Students) (England) Regulations 2013

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing

## **Which data is collected?**

The categories of information that the school collects, holds and shares include the following:

- Personal information – e.g. names, student numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Date of birth of both students and parents/carers
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

## **How long is your data stored for?**

Personal data relating to students at Thornleigh Salesian College and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task the data was collected for originally.

## **Will my information be shared?**

The school is required to share students' data with the DfE on a statutory basis, this includes the following:

- Student's unique learner number (ULN)
- Details about a student's learning or qualifications
- Sharing data to underpin school funding and educational attainment policy and monitoring

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (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>.

## The National Pupil Database (NPD)

The National Student Database (NPD) is managed by the DfE and contains information about students in schools in England. Thornleigh Salesian College is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our students from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

Thornleigh Salesian College will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares students' information with:

**An outline of all the parties with whom the school regularly shares student and when necessary parental information is listed in the GDPR Data Protection Policy, along with the type of information we share with these parties. This can be found on our website [www.thornleigh.bolton.sch.uk](http://www.thornleigh.bolton.sch.uk)**

Once our students reach the age of 13, we are required by law to pass on certain information to our LA, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data for students who are aged 16 and over with post-16 education and training providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all students and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the LA, by informing [contact@thornleigh.bolton.sch.uk](mailto:contact@thornleigh.bolton.sch.uk). Once students reach 16 years of age, this right is transferred to them, rather than their parents. For more information regarding services for young people, please visit our LA's website: [www.bolton.gov.uk](http://www.bolton.gov.uk)

We are also required to pass certain personal information to careers services once students reach the age of 16.

### **What are your rights?**

Parents and students have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Thornleigh Salesian College uses your personal data.
- Request access to the personal data that Thornleigh Salesian College holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

To make a request for your personal information, or be given access to your child's educational record, email [contact@thornleigh.bolton.sch.uk](mailto:contact@thornleigh.bolton.sch.uk)

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. Please contact the school via [contact@thornleigh.bolton.sch.uk](mailto:contact@thornleigh.bolton.sch.uk) with your details and we will record your removal of consent.

If you have a concern about the way Thornleigh Salesian College and/or the DfE is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can raise a concern with the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>

### **Where can you find out more information?**

If you would like to discuss anything in this privacy notice, please email [contact@thornleigh.bolton.sch.uk](mailto:contact@thornleigh.bolton.sch.uk).

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website [www.thornleigh.bolton.sch.uk](http://www.thornleigh.bolton.sch.uk) and download our GDPR Data Protection Policy.

If you require any further information or advice, please contact the Helen Byrne at [contact@thornleigh.bolton.sch.uk](mailto:contact@thornleigh.bolton.sch.uk)