

GDPR privacy notice for pupils and their families

Schools are required to inform pupils and their families about how their personal data may be collected and used.

The Sigma Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Data Protection Officer acts as a representative for The Sigma Trust with regard to its data controller responsibilities. They can be contacted on dpo@sigmatrust.org.uk

Why do we collect and use your information?

The Harwich & Dovercourt High School holds the legal right to collect and use personal data relating to pupils 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 & 9 of the GDPR
- Regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013
- Education Act 1996

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

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

Which data is collected?

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

- Personal information – e.g. names, pupil 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 and examination information – e.g. national curriculum assessment results
- 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. Where the school outsources data to a third party processor, the same data protection standards that Harwich & Dovercourt High School upholds are imposed on the processor.

How long is your data stored for?

Personal data relating to pupils at Harwich & Dovercourt High School and their families is stored in line with the Trust's GDPR Data Protection Policy. In accordance with the GDPR, data is only stored for as long as is necessary to complete the task for which it was originally collected.

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

- Personal information – e.g. names and addresses
- Attendance information – e.g. number of absences and absence reasons
- Information relating to SEND
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Assessment and examination information – e.g. national curriculum assessment results
- Behavioural information – e.g. number of temporary exclusions

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. We are required by law to provide information to the DfE as part of statutory data collections some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

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

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. We 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 pupils' information with: ***Please see Annex A below***

The information that we share with these parties includes the following but not all information indicated is shared with all third party groups:

- Personal information – e.g. names and addresses
- Characteristics – e.g. ethnicity, language, Service families and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Once our pupils reach the age of 13, we are required by law to pass on certain information to our LA youth support services, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of pupils who are aged 16 and over with education, training and career service providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils 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 youth support services, by informing admin@hdhs.org.uk. Once pupils reach 13 years of age, this right is transferred to them, rather than their parents.

You have the right to:

- Be informed about how Harwich & Dovercourt High School uses your personal data.
- Request access to the personal data that Harwich & Dovercourt High School 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.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way we are collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). If you would like to find out more information about how we collect, use and store your personal data, please visit our website <https://www.hdhs.org.uk>

Annex A

Please note that not all data collected is shared with all the suppliers listed below. We only share the minimum of data required for a specific purpose.

Supplier	Reason for sharing
A2C Data exchange	Curriculum Delivery
AQA, Pearson, WJEC, OCR & RSL exam boards	Curriculum Delivery
Bedrock	Curriculum Delivery
Brilliant Club	Student Aspirations
Careers Adviser/IAG	Career Planning & Advice
Carmel Jane Photography Ltd	Pastoral Care
CPOMS	Pastoral Care
Edu Key Provision Map	Pastoral Care
Essex County Council	Pastoral Care
Evolve	Pastoral Care
Fusion 360	Curriculum Delivery
Go 4 Schools	Value Added and Contextual Analysis
Hegarty Maths	Curriculum Delivery
Iris Reach - Text/Email	Parent/Carer Communication
Kerboodle	Curriculum Delivery
Make Happen	Curriculum Delivery
MECES	Pastoral Care
MLS Library	Curriculum Delivery
NHS Partnership Trust (EPUT) & Provide/Essex WEISF	Health Care
Paediatrics/NHS Trust	Pastoral Care
Parent Pay	Cashless Payments
Parents Evening System	Parent/Carer Communication
PiXL	Curriculum Delivery
Pixlr	Curriculum Delivery
School nurse/ Child and young Person Practitioner	Pastoral Care
Schools that students attend after leaving us	Pastoral Care + Curriculum Delivery
Schools within The Sigma Trust	Curriculum Delivery
SMID	Value Added and Contextual Analysis
Sparx Maths	Curriculum Delivery
Tassomai Learning Programme	Curriculum Delivery