

# Privacy Notice for Students (Secondary/Sixth Form)

## Regarding the use of your personal data

### 1. Introduction

- 1.1 Under data protection law, you have a right to be informed about how the Federation and its academies use any personal data that is held about you. We, Harris Federation and your academy, comply with this right by providing a **Privacy Notice**, which details where we are processing your personal data.

### 2. Document purpose

- 2.1 The purpose of this Privacy Notice is to explain how we, the Federation and your academy, collect, store and use personal data collected about you.

### 3. Data controller and processors

- 3.1 Harris Federation is the data **Controller** for the purposes of data protection law and will therefore determine the purposes for which personal data is processed (the 'why' and the 'how'). Your academy and any authorised third parties e.g. ParentPay, process and 'use' data on behalf of the Federation i.e. under its supervision/control and are therefore data **Processors**.

- 3.2 The postal address of the Federation is:

Harris Federation  
4th Floor Norfolk House  
Wellesley Road, Croydon  
CRO 1LH

- 3.3 The Federation and your academy will ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

### 4. Contact details

- 4.1 If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice please speak with your academy Data Champion. Alternatively, contact the Federation's Data Protection Officer (DPO) via [dpo@harrisfederation.org.uk](mailto:dpo@harrisfederation.org.uk) or in writing to the above address.

### 5. The categories of personal data we hold

- 5.1 The Federation and your academy hold personal information about you to make sure we can help you learn and look after you at school.

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

- 5.3 The information we hold on you includes:

- **Personal information**, including name, unique student number, address and contact details of parent(s)/carer(s);
- **Characteristics**, such as ethnicity, language, nationality, country of birth, religion and Free School Meal eligibility;
- **Attendance information**, such as sessions attended, number of absences and absence reasons;
- **Information from social services**, such as safeguarding information or care status;
- **Test results and reports**, including National Curriculum assessment results (external) e.g. GCSE and A-Level, academy examination results (internal) and end of year term/year reports;
- **Special educational needs information**, including plans and support;
- **Medical conditions**, including physical and mental health or any disabilities you may have, dental health, allergies, medication and dietary requirements;
- **Behaviour information**, such as exclusion information and any relevant alternative provision put in place;
- **Destinations** of where you intend moving on to once you've left the academy;
- **Information captured via electronic monitoring of Federation student devices**, as part of safeguarding measures in place to protect students from threats and risks (more detail at Section 20);
- **Other**, including photographs, CCTV images captured in academies and biometric data (in certain academies).

## 6. Why we use this data

6.1 We use this data to help run our academies, including to:

- support your learning;
- look after your wellbeing and keep you safe;
- monitor and report on your progress;
- get in touch with you and your parents when we need to;
- track how well the academy as a whole is performing;
- provide appropriate pastoral care;
- protect vulnerable individuals;
- carry out education related research;
- prevent and detect crime;
- provide references for employment;
- prevent and detect crime;
- meet the statutory duties placed upon us by the Department for Education.

## 7. Our lawful basis for using this data

7.1 We will only collect and use your personal data 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 i.e. in order to provide you with an education.

7.2 Sometimes, we may also use your personal information where:

- you, or your parent/carer have given us permission (consent) to use it in certain way;
- we need to protect your health interest or someone else's.

- 7.3 Where we require permission (consent) to use your data, you or your parent/carer may withdraw it at any time. We will make this clear when we ask for permission and explain how to go about withdrawing it.
- 7.4 Where we require permission (consent) to use your data, you or your parent/carer may withdraw it at any time. We will make this clear when we ask for permission and explain how to go about withdrawing it.
- 7.5 Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which justify our use of this data.

## 8. Collecting this information

- 8.1 While in most cases you, or your parent/carer, 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 may also receive information from previous schools, the Local Authority(s) and/or the Department for Education (DfE).
- 8.2 For students enrolling post 14 years of age, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning qualification.
- 8.3 We will always tell you if the provision of personal information is optional. If you must provide the data, we will explain what might happen if you don't.

## 9. How we store this data

- 9.1 We will keep personal information about you while you are a student at one of our academies. We will also keep it after you have left the academy, where we are required to do so by law.
- 9.2 We have a Records Retention Policy, which sets out how long we must keep information about students. You can request a copy from your academy if you want to understand the timelines in more detail.

## 10. Data sharing

- 10.1 We do not share personal information about you with any third party without your permission (consent) unless the law and our policies allow us to do so.
- 10.2 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 obligations to share certain information with it, such as concerns about student's safety and exclusions or destination data;
  - **The Department for Education (DfE)** - to meet our legal obligations as part of data collections such as the School Census (more detail below);
  - **Your family or representatives** - in case of emergencies such as a health matter;
  - **Follow on schools** - which you may attend after leaving your current academy in the public interest of delivering education;
  - **Youth Support Services** - as it has legal responsibilities regarding the education or training of 13-19-year-olds;
  - **Educators and examining bodies** - necessary for the performance of our education function;
  - **Our regulator, Ofsted** - to enable it to evaluate the education we provide to your child/ward, which is in the public interest;

- **Suppliers and service providers** - to enable them to provide the service we have contracted them for e.g. educational trip providers or Education Technology applications (EdTech);
- **Public Health England** - via local NHS Trusts for health data collections e.g. height and weight measurements, dental surveys and vaccinations;
- **Health and social welfare organisations / third parties** - to enable us to comply with our duty of care and statutory safeguarding duties for your wellbeing, including:
  - Therapists, clinical psychologists
  - Academy medical staff / nurse
  - School counsellors
  - Child and Adolescent Mental Health Service (CAMHS)
  - Safeguarding and Child Protection Software for Schools (CPOMS)
  - Social care
  - Academy Educational Welfare Officer (EWO)
- **Police forces, courts, tribunals** - in order to uphold law and order.

## 11. Department for Education (DfE)

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

## 12. National Pupil Database

12.1 Some of this information is then stored in the **National Pupil Database (NPD)**, 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.

12.2 You can find more information about the NPD at the following website:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

## 13. Data Sharing by the DfE

13.1 The law allows the DfE to share information from the database with other organisations / third parties 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. Such organisations include:

- schools;
- local authorities;
- researchers;
- other government departments and agencies;
- organisations fighting or identifying crime.

13.2 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>

13.3 You can also contact the DfE online via <https://www.gov.uk/contact-dfe> if you have any questions about the database.

## 14. How to find out what personal information the DfE holds on you

14.1 Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing you or your child personal data;
- for a description of the data they hold about your child;
- the reasons they're holding it and any recipient it may be disclosed to;
- for a copy of your personal data and any details of its source.

14.2 If you want to see the personal data held about your child by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

## 15. Youth support services

15.1 Once you reach the age of 13, we are legally required to pass on certain information about them to the local authority or youth support services provider in your area, as it has legal responsibilities regarding the education or training of 13-19-year-olds.

15.2 This information enables it to provide Youth Support Services, post-16 education and training services, and careers advice.

15.3 Your parent(s)/carer(s), or you once you're aged 16, can contact your academy **Data Champion** to ask us to only pass your name, address and date of birth to your local authority or Youth Support Services provider if you so wish.

## 16. Transferring data internationally

16.1 Where we share data with an organisation that is based outside the European Economic Area, we will do so in accordance with data protection law.

16.2 This would only happen if one of your parent(s) lives abroad or if you move to a new school abroad. If this happens, we will be very careful to make sure that it is safe to transfer any student information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe, we will talk to you and your parents about it and make sure that you are happy for us to send your information.

## 17. Photographs and videos

17.1 Photographs and videos are an integral part of school life and there are various occasions where an academy will take photographs or videos of students for its own use or allow an external company i.e. a school photographer to take images in line with the Federation's Photograph and Video Policy.

17.2 In certain cases, where we have a lawful basis for processing, images can be taken and used without the consent of a parent/carers or student. The following examples of proposed use of images **do not require consent**:

**Photographs**

- Unnamed photographs included in an academy prospectus.
- Unnamed photographs included in a presentation at an event for parents.
- Unnamed photographs used on display boards, which can be seen by visitors to the school.
- Named photographs used internally to inform staff which pupils have allergies.
- Named photograph of a student to be used internally for example on the MIS, library card or building pass.

**Videos**

- Video taken during a drama lesson which is only shown to the students in the video to provide feedback.
- Video recordings taken for internal student assessments / internal student coaching. For example, in music, drama or sports lessons.

**Applicable to both photographs and videos**

- Unnamed photographs or videos of students taken on a school trip or during a sporting event to be used for an internal exhibition or display.
- A photograph or video sent only to the school community (e.g. in an internal newsletter, or on a password protected parental portal) with no name or first name only, but no other information.
- Unnamed photographs or videos of students published on the academy website.
- Unnamed photograph or video used in Federation / academy social media sites such as Twitter, flickr, Instagram and Facebook sites.

17.3 In certain cases where a lawful basis cannot be relied upon to take or use images, one-off consent will be sought from either a parent/carer or student. The following examples of proposed use of images **do require consent**:

**Photographs**

- A student case study (photograph with name and accompanying words) e.g. in a prospectus, which focuses on one particularly gifted student.

**Videos**

- Video recordings of remote lessons or tutorials with students where webcams have been authorised to be turned on.

**Applicable to both photographs and videos**

- A photograph or video used in a third-party publication e.g. a local or national newspaper, with or without the student's name.
- Any photograph or video that captures a student in revealing clothes e.g. in relation to activities such as swimming or gymnastics.
- A photograph or video displayed in a prominent place, with or without the student's name e.g. on the side of a Federation minibus or on a billboard.
- A photograph or video taken by an external third-party which may be used for promotional purposes or profit e.g. professional student portrait photographs or academy year books.

17.4 It is important to note that any photographs or video images of students that can be accessed by the public e.g. via official academy social media sites, will be monitored closely by school staff to ensure they are appropriate.

## 18. Your rights / who can provide consent

18.1 As a general guide, children are considered to have sufficient maturity to exercise their own data protection rights when they reach the **age of 12**. However, when student consent is sought your parent(s)/carer(s) wishes will be considered wherever possible.

18.2 When a photograph intended for publication is taken, you will be informed that a photograph is being taken and told what it is for so that you can object if you so wish.

## 19. CCTV

19.1 The majority of our academies operate CCTV on their premises. This is considered necessary to protect staff and student's safety and Federation property. Where CCTV is in operation it will be clearly sign posted.

## 20. Electronic Monitoring of Devices

20.1 **Harris Federation Devices.** We deploy safeguarding monitoring techniques to monitor student activity on Federation devices to provide protection and safeguarding from online web and application threats and risks. These techniques are carried out by a third-party provider, Securus Software Limited, and involves searches against a managed library of search terms which generate a screen capture/screenshot. Captures of concern are then escalated to our Safeguarding teams across the Federation for action.

20.2 **Student Personal Devices.** We also monitor live browser activity on student personal devices only when these devices are connected to a Harris network. Searches against a managed library of search terms and screen captures are also deployed but is limited to live browser activity - monitoring ceases when the device is disconnected from the network. Captures of concern are also escalated to our Safeguarding teams across the Federation for action.

## 21. Biometrics

21.1 At many of our academies a biometric recognition system is used, for example for the purchase of food in the canteen. All such data collected will be processed in accordance with GDPR data protection principles and the Protection of Freedoms Act 2012.

21.2 The written consent of at least one parent/carers is required before biometric data is taken and used, which is a mandatory requirement. If one parent/carers objects in writing, then the academy will not take or use a child's biometric data.

21.3 For more information about biometric data please refer to the ICO Guidance at the link below: <https://www.gov.uk/government/publications/protection-of-biometric-information-of-children-in-schools>.

## 22. Requesting access to your personal data

22.1 You have a right to make a 'subject access request' to gain access to the personal information that we hold about you, as long as we judge that you can properly understand your rights and what they mean.

22.2 Parent(s)/carer(s) can make a request with respect to their child/ward's data where the child/ward is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child/ward has provided consent for this.

22.3 If you want to make a request, please contact your academy **Data Champion** in the first instance.

## 23. Other rights

23.1 Under data protection law, you have certain other rights regarding 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 a person);
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it;
- seek redress, either through the Information Commissioner's Office (ICO) or through the courts.

23.2 If you wish to exercise any of these rights, please contact your academy **Data Champion** in the first instance. Alternatively, you can contact the Federation's **Data Protection Officer** via [dpo@harrisfederation.org.uk](mailto:dpo@harrisfederation.org.uk).

23.3 You are not required to pay any charge for exercising your rights. If you make a request, we have **one month** to respond to you.

## 24. Complaints

24.1 We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of your personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the Federation's DPO in the first instance.

24.2 Alternatively, you can make a complaint to the Information Commissioner's Office (ICO) if you are unhappy with how we have used your data. The ICO's address and contact details are listed below:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>