



## Students and Parents/Carers Privacy Notice

This Privacy Notice has been written to inform parents and students of High Tunstall College of Science about how and why we process your personal data. This Notice may be subject to change.

### Who are we?

High Tunstall College of Science is a 'Data Controller' as defined by UK GDPR. This means that we determine the purposes for which your personal data is processed and the manner of the processing. We will only collect and use your personal data in ways that are compliant with data protection legislation.

The College has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to monitor our compliance with the UK GDPR and the Data Protection Act 2018 and advise on data protection issues. If you would like to discuss this privacy notice or our use of your data, please contact Veritau or Peter Ireland, Compliance Officer at the College.

Veritau's contact details are:

Schools Data Protection Officer  
Veritau  
West Offices  
Station Rise  
York  
North Yorkshire  
YO1 6GA  
schoolsDPO@veritau.co.uk // 01904 554025



*Please ensure you include the name of your school in all correspondence*

### What personal information do we collect?

The personal data we collect about you includes:

- Personal identifiers and contact details, including name, postal address, email address, phone number, date of birth, and pupil number.
- Educational and assessment attainment, such as early years, phonics and national curriculum assessment results.
- Characteristics such as free school meal eligibility and language spoken.
- Attendance information, including sessions attended, reason and number of absences, and previous schools attended.
- Behavioural information, including exclusions and any relevant alternative provision put in place.
- Safeguarding information, including but not limited to court orders and professional involvement and support.
- Child in Need or Looked After status, including episodes of being looked after or a child in need, adoptions, care leavers and outcome information.



- Healthcare and medical information such as doctor details, allergies, medication and dietary requirements.
- Photographs, or video images (including CCTV footage), and communication preferences.
- Information relating to school trips and extra-curricular activities.
- Records of communications and interactions we have with you, including telephone call recordings
- Before and after college club attendance.
- Equality monitoring information, such as your ethnicity, religious beliefs, sexual orientation and gender.
- Biometric data e.g. fingerprints.
- Medical information relevant to pandemic management, such as positive test results.
- E-monitoring information about your use of the College's network and IT systems.
- Transition Information

We will also process certain 'special category' data about our students including:

- Relevant medical information - please be aware that where the student has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all relevant staff members. We may do this in the form of photo identification in the staff room to ensure that all staff members are aware of the issues should an emergency situation arise.
- Special Educational Needs and Disabilities information (including the needs and ranking).
- Equality monitoring information, such as your ethnicity, religious beliefs, sexual orientation and gender.
- Dietary Requirements
- Biometric data e.g. fingerprints
- The college may also have information relating to you or your child's sexual orientation and/or sexual activity. This is not routine and only likely to be collected if there is a safeguarding risk.

## **Why do we collect your personal data?**

We process your information for the purposes outlined below:

- To support student learning and enable earlier intervention where required.
- To meet our safeguarding obligation to students.
- To monitor and report on student attainment progress.
- To provide appropriate pastoral care and safeguarding.
- To assess the quality of our educational provision.
- To provide wraparound care before and after school.
- To meet the statutory duties placed upon us regarding DfE data collections.
- During a pandemic, to prevent the spread of infection and maintain adequate and safe student and staffing levels.
- To promote the College, including in newsletters, on the College website and social media platforms.
- To keep children safe (allergies, food allergies or emergency contact details).
- To identify vulnerable students who are at risk of not fulfilling their academic potential as they transition from primary to secondary.
- To assess the quality of our services.
- We also may keep some information for historical and archiving purposes in the public interest.

## **What is our lawful basis for processing your information?**

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(a) – consent
- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting Mrs Emma Watson, Senior Teacher (SIRO).

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(a) – explicit consent
- Article 9(2)(g) - reasons of substantial public interest

The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:

- Condition 6 - statutory and government purposes
- Condition 10 - preventing or detecting unlawful acts
- Condition 18 - safeguarding of children and vulnerable people

## **Who do we obtain your information from?**

We normally receive this information directly from you, for example via admissions forms, or secure file transfer from a previous school. However, we may also receive some information from the following third parties:

- Department for Education (DfE)
- Local Education Authority - Hartlepool Borough Council
- Other agencies working with the child/family, such as Police, Health Services etc.
- Previous schools attended.

## **Who do we share your personal data with?**

We may share your information with the following organisations:

- Schools/education providers that the students attend after leaving us.
- Our Local Education Authority – Hartlepool Borough Council, to ensure that they can conduct their statutory duties under the School Admissions Code, including Fair Access Panels.
- The Department for Education (DfE).
- National Health Service (NHS) bodies.
- Youth support services, where relevant.
- Other agencies working with the child/family, where appropriate.
- Relevant examination/awarding bodies.
- College suppliers and IT applications, where necessary.
- The Careers and Enterprise Company.
- UK Health Security Agency.
- Manchester Metropolitan University (specific students only).
- The Education Endowment Foundation (EFF) (specific students only).
- Kings College London (specific students only).
- Teach First (where relevant).
- The Duke of Edinburgh's Award (DofE) (specific students only).

For more information on information sharing with the DfE please visit the DfE website at: <https://www.gov.uk/government/organisations/department-for-education>

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention. We also regularly share information with appropriate organisations for the purposes of arranging school trips.

The college will share relevant student information with other trusted partners through their participation in multi-agency meetings, reviews and activities. This will be done under our statutory duties to provide students with an appropriate education; to contribute to their pastoral needs and to keep them safe and manage safeguarding concerns.

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to:

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

We will not share any information about you outside the college without your consent unless we have a lawful basis for doing so. For example, we may also share your data with classroom/teaching apps and some websites for the purpose of enhancing student learning. Where we do this, we will rely on either Article 6(e) (public task) or Article 6(a) (consent).

For college trips, we may also share personal information (including applicable special category information listed above) with the relevant organisation(s) we are visiting, this is to organise the child's attendance/participation and ensure their safety during the visit. For this purpose, we will rely on Article 6 (e) public task and Article 9 (g) substantial public interest with processing meeting Schedule 1, Part 2 of the Data Protection Act 2018 as below:

(16) Support for individuals with a particular disability or medical condition

(18) Safeguarding of children.

**Where we rely on Article 6(e) you have the right to object to processing and where we are relying on Article 6(a) you have the right to withdraw that consent at any time. Please see section below on data subject rights.**

Once our students reach the age of 13, we also pass information to our Local Authority (Hartlepool Borough Council) and / or provider of youth support services as stipulated under section 507B of the Education Act 1996. The information provided includes addresses, DOB of student/parents, and any other information necessary for the provision of the service including gender or ethnicity.

A parent/carer can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the student once he/she reaches the age 16.

Data is securely transferred to the youth support services. For more information regarding services for young people please visit our Local Authority's website: <https://www.hartlepool.gov.uk/>

## **How long do we keep your personal data for?**

We will retain your information in accordance with our Records Management Policy. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose.

We may also retain some information for historical and archiving purposes in accordance with our Records Management policy.

## International transfers of data

Although we are based in the UK, some of the digital information we hold may be stored on computer servers located outside the UK. Some of the IT applications we use may also transfer data outside the UK.

Normally your information will not be transferred outside the European Economic Area, which is deemed to have adequate data protection standards by the UK government. In the event that your information is transferred outside the EEA, we will take reasonable steps to ensure your data is protected and appropriate safeguards are in place.

## What rights do you have over your data?

Under the UK GDPR, parents/carers and students have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request a copy of the personal data we hold about you.
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You can exercise any of these rights by contacting: Mr Peter Ireland, Compliance Officer ([pireland@hightunSTALL.hartlepool.sch.uk](mailto:pireland@hightunSTALL.hartlepool.sch.uk)) at the college.

Please be aware that usually students are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The college may therefore consult with the student if it receives a request to exercise a data protection right from a parent/carer.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office, which is the UK's data protection regulator. Their contact details are below:

First Contact Team Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF <a href="mailto:icocasework@ico.org.uk">icocasework@ico.org.uk</a> // 0303 123 1113
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Phone: 0303 123 1113 or via their live chat at <https://ico.org.uk/global/contact-us/>.  
Opening hours are Monday to Friday between 9am and 5pm (excluding bank holidays).  
You can also report, enquire, register and raise complaints with the ICO using this website.

## **Media Copies**

Copies of the privacy notice are posted on the High Tunstall College of Science website electronically and are available in hard copy format from the college reception.

## **Changes to this notice**

We reserve the right to change this privacy notice at any time. We will normally notify you of changes that affect you. However, please check regularly to ensure you have the latest version.

This privacy notice was last reviewed 11 March 2024.