



BLACON
HIGH SCHOOL

ASPIRE BELIEVE ACHIEVE

Privacy Notice

VISION STATEMENT

We want Blacon High School to be a safe and caring place at the heart of our community, where everyone is valued and supported to aspire, believe and achieve beyond their potential.

Blacon High School Privacy Notice for Students, Parents and Guardians

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students, parents and guardians.

We, Blacon High School, Melbourne Road, Blacon, Chester CH1 5JH, are the 'data controller' for the purposes of data protection law.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your or your child's information please contact: Mr M Maher, Data Manager and Data Protection Lead
mmaher@blaconhigh.cheshire.sch.uk 01244 371 475.

Who Will Own My Data Once I Submit It?

Blacon High School

Why Do You Need My Information?

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to protect student welfare
- to assess the quality of our services
- to comply with the law regarding data sharing
- to carry out research

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Exclusions/behavioural information

- Relevant medical information
- Special educational needs information
- Post 16 learning information

What Allows You To Use My Information?

We collect and process student information as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation. The legislation and guidance that allows us to do this in the UK includes, but is not limited to:

- [The Education Student Registration \(England\) Regulations 2006](#)
- [Education \(Information About Individual Students\) \(England\) Regulations 2013](#)
- [Education Act 2002](#)
- [Education Act 2011](#)
- [Government Guidance on Schools and Education](#)

Who Will My Information Be Shared With?

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- schools that the students attend after leaving us
- our local authority
- the Department for Education (DfE)
- examining bodies
- Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for
- school nurse

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 the [Department for Education's website](#).

We are required by law, to provide information about our students to the Department for Education as part of statutory data collections, such as the school census. Some of this information is then stored in the National Student Database.

Visit the [National Student Database \(NPD\) website](#) for further information on the National Student Database.

The Department for Education may share information about our students from the National Student Database with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data in compliance with the General Data Protection Regulation.

For more information about the department's data sharing process, please visit the [Department of Education's website](#).

Do I Have To Provide This Information And What Will Happen If I Don't?

The majority of student information you provide to us is mandatory as part of our public functions under both the Data Protection Act and Article 6, part (e) of the General Data Protection Regulation, when we collect data outside of this, we will rely on your consent to collect and store your personal data.

How Long Will You Keep This Data For And Why?

We hold student data for 6 years following a student's last entry which would be when they reach 25 years of age.

What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child's educational record, please contact Mr M Maher, Data Manager and Data Protection Lead, by email: mmaher@blaconhigh.cheshire.sch.uk or telephone: 01244 371 475

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your or your child's information please contact:

- DP Lead: Mr M Maher
- Email: mmaher@blaconhigh.cheshire.sch.uk
- Telephone: 01244 371 475

If you prefer, you may contact the School's independent Data Protection Officer direct at:

Schools Data Protection Officer
Cheshire West and Chester Council
HQ, 58 Nicholas Street
Chester
CH1 2NP
Email: schoolDPO@cheshirewestandchester.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

Will This Information Be Used To Take Automated Decisions About Me?

No

Will My Data Be Transferred Abroad and Why?

No

