

# Wetherby High School

## Privacy Notice

**(How we use information about students and their families,  
children, parents and carers)**



### Introduction

This privacy notice explains how we collect, use, share, and protect personal information about our students and their families.

### The categories of student and family information that we process include:

- personal identifiers and contacts (such as name, unique student number, contact details and address)
- characteristics (such as ethnicity, language, and student premium/ free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- attendance data (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment information (such as the results of internally and externally set tests or assessed work)
- Post-16 courses enrolled, relevant results, and other post-16 options
- 16+ information (including options regarding participation in education, training, or employment)
- behavioural information (records of incidents and exclusions and any relevant alternative provision put in place)

This list is not exhaustive, to access the current list of categories of information we process please see the school's data processing map, also referred to as the Record of Processing Activities (RoPA).

### Why we collect and use student information

We collect and use student information and that of their families, for the following purposes:

- a) to support student learning, assessment and special educational needs, as appropriate
- b) to monitor and report on student attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details) and safeguard children in accordance with our responsibilities under Keeping Children Safe in Education (KCSiE).
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections and health services.

### Lawful Bases for Processing Personal Data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing student information are:

- Article 6 (1) (c). **processing is necessary for compliance with a legal obligation to which the controller is subject.**
- Article 6 (1) (e) - **processing is necessary for the performance of a task carried out in the public interest** or in the exercise of official authority vested in the controller.

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- Article 9 (2) (c) To protect the vital interests of the individual,
- Article 9 (2) (f) in the event of legal claims or judicial acts,
- Article 9 (2) (i) As required for purpose of public health (with a basis in law)

### **Storing student and family data**

We hold student data securely for the set amount of time shown in our data retention schedule. We have adopted the Information and Records Management Society (IRMS) recommendations as our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Protection Policy and the IRMS Toolkit for schools [IRMS Schools Toolkit - Information and Records Management Society](#)

### **Who we share student and family information with:**

We routinely share student information with:

- schools and colleges that students attend after leaving us, or other education providers they attend while with us.
- our Local Authority
- Youth Support Services (students aged 13+)
- the Department for Education (DfE)
- National Health Service
- Targeted and family support services
- The Police
- The Courts and the Children and Family Court Advisory and Support Service (Cafcass)
- Service providers (such as Data Protection, HR, and IT support services where appropriate).

### **Why we regularly share student information**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. For example, we must share student information in accordance with the Education (Student Information) (England) Regulations 2005 and Keeping Children Safe in Education Statutory Guidance.

## **Youth support services**

### **Students aged 13+**

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

### **Students aged 16+**

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

### **Withdrawal of consent and the right to lodge a complaint**

Where we are process personal data based on consent, you have the right to withdraw that consent. If you are unhappy with our use of your personal data, please let us know by contacting the School Data Manager [-info@wetherbyhigh.co.uk](mailto:-info@wetherbyhigh.co.uk) or the Data Protection Officer (DPO) Richard Lewis-Ogden at [DPO@bywaterkent.co.uk](mailto:DPO@bywaterkent.co.uk).

### **Data Retention**

We will hold student data securely for the duration specified in our data retention schedule, following the IRMS guidelines.

### **Right to Access**

Parents and students have the right to request access to information about them that we hold. To make a request, please contact the School Data Manager [-info@wetherbyhigh.co.uk](mailto:-info@wetherbyhigh.co.uk) or Richard Lewis-Ogden, DPO via email at [DPO@bywaterkent.co.uk](mailto:DPO@bywaterkent.co.uk).

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in September 2024.