

Herne Bay High School Privacy Notice - Staff

The Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, Herne Bay High School. This is for employment purposes to assist in the running of the school and to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)

There are occasions when the police (or another third party) may contact the school for personal data about an employee or student in connection with, for example, an investigation. In such cases that satisfy Section 29 (exemptions) of the Data Protection Act 1998 ie. that the data is requested for the prevention or the detection of crime or the apprehension or prosecution of offenders or the assessment of the collection of any tax or duty or of any imposition of a similar nature, the school will liaise with the police (or the third party) accordingly, with the Principal, or another senior member of staff, establishing whether the request for information meets one of the above exemptions prior to providing this information.

If you require more information about how we and/or DfE store and use your personal data please visit:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact Alison Clifton

Herne Bay High School Privacy Notice - Students

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to the provider of Youth Support Services/Careers Guidance Services who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/carer(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/carers can ask that no information apart from their child's name, address and date of birth be passed to the provider of Youth Support Services by informing Alison Clifton. This right is transferred to the child once he/she reaches the age 16.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at http://www.kent.gov.uk/your_council/contact_us/access_to_information.aspx

or

- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

There are occasions when the police (or another third party) may contact the school for personal data about an employee or student in connection with, for example, an investigation. In such cases that satisfy Section 29 (exemptions) of the Data Protection Act 1998 ie. that the data is requested for the prevention or the detection of crime or the apprehension or prosecution of offenders or the assessment of the collection of any tax or duty or of any imposition of a similar nature, the school will liaise with the police (or the third

party) accordingly, with the Principal, or another senior member of staff, establishing whether the request for information meets one of the above exemptions prior to providing this information.

If you want to receive a copy of the information about you that we hold, please contact Alison Clifton