



# **Privacy Notice Parents and Students - GDPR**

1. The Denbigh Alliance are the Data Controller of personal information you provide to us. This means that we determine the purposes for which, and the manner in which, any Personal Data relating to students and their families is to be processed.
2. We collect and use personal data in order to meet legal requirements and legitimate interests set out in GDPR and UK law, including those in relation to the following;
  - 2.1 Article 6 and Article 9 of the GDPR
  - 2.2 Education Act 1996
  - 2.3 Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
3. The Denbigh Alliance holds the legal right to collect and use personal data relating to students and their families. We collect information from you and may receive information about you from your previous school. We hold this personal data and use it to:
  - 3.1 Support your teaching and learning;
  - 3.2 Monitor and report on your progress;
  - 3.3 Provide appropriate pastoral care;
  - 3.4 Provide you with information about events and activities that we may have organised for students or parents.
  - 3.5 Assess how well the Schools within our Trust are doing;
  - 3.6 To comply with law regarding data sharing;
  - 3.7 To safeguard our students.
4. **Personal data includes;**
  - 4.1 Personal Information – e.g. names, student numbers and addresses.
  - 4.2 Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility.
  - 4.3 Attendance information.
  - 4.4 Assessment information – e.g. national curriculum assessment results.
  - 4.5 Relevant medical information.
  - 4.6 Information relating to SEND designation.
  - 4.7 Behavioural information - .e.g. number of fixed term exclusions.
5. Your data will be stored within the appropriate school within The Denbigh Alliance and on a secure third-party platform.
6. **The Sharing of Personal Data**
  - 6.1 **The Department of Education (DfE)**
    - 6.1.1 The Denbigh Alliance is required to share student data with the DfE on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about students in schools in England. The Denbigh Alliance is required by law to provide information about our students to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our students from the NDP with third parties who promote the education or wellbeing of children in England. The

DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

## 6.2 Public Health England/NHS

- 6.2.1 The law (GDPR) allows Public Health England to use the personal information collected by NHS Test and Trace.
- 6.2.2 The section of the GDPR that applies is: **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'.
- 6.2.3 As information about health is a special category of personal information, a further section of the GDPR applies: **Article 9(2)(i)** 'processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare'.
- 6.2.4 Public Health England also has special permission from the Secretary of State for Health and Social Care to use personally identifiable information without people's consent where this is in the public interest. This includes the use of the information collected by NHS Test and Trace to help protect the public from coronavirus.
- 6.2.5 Please note that personal data of employees, students, parents/carers or visitors may be shared with NHS/Public Health Agencies where relevant to the COVID-19 pandemic.
- 6.2.6 Where data needs to be shared with Health Officials we will:
  - 6.2.6.1 limit the data shared to the minimum necessary.
  - 6.2.6.2 only share with the appropriate authorities
  - 6.2.6.3 share via secure methods.
  - 6.2.6.4 verify the identity of the persons requesting the information.
  - 6.2.6.5 keep a copy of the data shared at the school.
  - 6.2.6.6 notify the individuals that their data has been shared if practicable.
- 6.2.7 Schools may be required to share Personal Data with individuals under the Government Track and Trace scheme. See the scheme privacy notice at: <https://contact-tracing.phe.gov.uk/help/privacy-notice>

## 6.3 Other Third-Party Processors

- 6.3.1 We will not give information about you to anyone outside The Denbigh Alliance without your consent unless the law and our rules permit it.
- 6.3.2 Where consent is required, the Denbigh Alliance will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. Where the Trust outsources data to a third-party processor, the same data protection standards that we uphold are imposed on the processor.
- 6.3.3 The Denbigh Alliance enlists the support of companies to act as third-party data processors. These companies enable us to provide services to its students, parents and staff to support the efficient functioning of its schools. The Denbigh Alliance routinely shares information with:
  - 6.3.3.1 Students destinations upon leaving the Denbigh Alliance.
  - 6.3.3.2 The Local Authority and/or the Local Authority with which you are registered or in which you live.
  - 6.3.3.3 The NHS.
  - 6.3.3.4 The DfE.

- 6.3.3.5 Capita (SIMS).
- 6.3.3.6 SISRA.
- 6.3.3.7 Cunningham's (Cashless catering system) and ParentMail.
- 6.3.3.8 Financials Live

6.4 This list is not an exhaustive list of all data processors used by The Denbigh Alliance.

## 7. How long is your data stored for?

- 7.1 In accordance with the GDPR, The Denbigh Alliance does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.
- 7.2 If you want to discuss the information we hold and share about you then please contact your relevant Head of House in the first instance.

## 8. What are your rights?

- 8.1 Parents and students have the following rights in relation to the processing of their personal data.
- 8.2 You have the right to;
  - 8.2.1 Be informed about how The Denbigh Alliance uses your personal data.
  - 8.2.2 Request access to the personal data that The Denbigh Alliance holds.
  - 8.2.3 Request that your personal data is amended if it is inaccurate or incomplete.
  - 8.2.4 Request that your personal data is erased where there is no compelling reason for its continued processing.
  - 8.2.5 Request that the processing of your data is restricted.
  - 8.2.6 Object to your personal data being processed.
- 8.3 You have the 'right to be forgotten' once you have left The Denbigh Alliance and the Schools within it. This may include deletion of the following data;
  - 8.3.1 Address
  - 8.3.2 Additional contact information
  - 8.3.3 Behaviour records (not including exclusion records)
  - 8.3.4 Any other information that might be used as identification.
- 8.4 The 'right to be forgotten' does not include;
  - 8.4.1 Assessment records
  - 8.4.2 Exclusion records
  - 8.4.3 Attendance records
  - 8.4.4 Examination results
  - 8.4.5 Ethnicity
  - 8.4.6 Date of birth
  - 8.4.7 Full name
  - 8.4.8 Destination (if leaver)
- 8.5 Your personal record will be held until you are 25. This will contain assessment and examination information, behaviour logs, safeguarding and attendance information. Your admission information will be retained permanently. This is to ensure that The Denbigh Alliance can provide information to government agencies, such as OFSTED.

## 9. Subject Access Requests

- 9.1 Before you proceed to make a subject access request have you explored with the school whether a request to see the child's file would meet your needs. If you or your child would like to review their school file you can request this informally by contacting the Head of School/Headteacher.
  - 9.2 You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**'.
  - 9.3 Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided written consent.
  - 9.4 If we do hold information about you, we will:
    - 9.4.1 Give you a description of it.
    - 9.4.2 Tell you why we are holding and using it, and how long we will keep it for.
    - 9.4.3 Explain where we got it from, if not from you or your parents.
    - 9.4.4 Tell you who it has been, or will be, shared with.
    - 9.4.5 Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person).
    - 9.4.6 Give you a copy of the information.
  - 9.5 If you would like to make a subject access request you must complete the form in Appendix A and submit this to your Head of School/Headteacher in the first instance, alternatively this can be emailed to [GDPR@thedenbighalliance.org.uk](mailto:GDPR@thedenbighalliance.org.uk).
  - 9.6 We will respond to your request at the latest, within one month of receiving it. We can extend the time to respond by a further two months if the request is complex or we receive a number of requests concerning the parent or student.
  - 9.7 More information on submitting a subject access request can be found at: <https://ico.org.uk/your-data-matters/your-right-to-get-copies-of-your-data/preparing-and-submitting-your-subject-access-request/>.
10. Any queries concerning GDPR can be emailed to [GDPR@thedenbighalliance.org.uk](mailto:GDPR@thedenbighalliance.org.uk).
  11. The Denbigh Alliance is registered as a data controller with the Information Commissioner's Office (registration number Z2570761) The ICO can be contacted on 0303 123 1113.

Mr A. Squires  
Executive Headteacher

## Appendix A – Subject Access Request Form

<b>Full Name</b>	
<b>Are you the data subject?</b>	
<b>Full Postal Address</b>	
<b>Your Telephone Contact Number</b>	
<b>Your Email Address</b>	
<b>Date</b>	
<b>Full Name of Student (Data Subject)</b>	
<b>Full Postal Address of Student (Data Subject)</b>	
<b>Give Specific Details of the Personal Data You Want</b> You must be specific, for example what type of data, the dates and/or names that are applicable. Where you believe the information is held, for example email, paper or electronic records.	
<b>In which form would you like to receive the data?</b> Please amend accordingly.	Electronic Paper Copy
<b>Have you previously requested to review a student file informally?</b>	

Please send us copies of two documents that prove who you are.

- One must be photographic (such as a valid passport or driving licence) and;
- One must prove your current address (such as a recent electricity bill, or council tax bill).

Alternatively if you are in regular contact with the school, you may wish to arrange an appointment to confirm identification in person. However, proof of address will be required regardless unless collection of information will be in person also.

Please tick either:-

- The information requested is about me.
- I am the parent / guardian requesting access to my child's personal data who is under 12 years of age. (Please note that whilst we generally only require their written consent if the child is older than 12 years of age, the Data Protection Act requires us to assess competency which is not restricted to age. Therefore in exceptional circumstances, consent may still be required)
- I am representing another individual

In addition to the required identification outlined above, please send us two forms of identification and written permission from the person that the information is about, saying that we can give you their information. Please note that in some circumstances we may need to verify authenticity.