Data Protection and Privacy Notice for pupils and their families

Our School holds a lot of personal information – about pupils, parents, teachers etc, and the new General Data Protection Regulation (GDPR) is the law that says how we can hold, use and store it. We've always been very careful with the personal data we hold and we'll continue to have the highest standards under the new laws.

We have a school Privacy Notice which tells you what personal information we collect and hold, what we do with it, who we share it with and how long we keep it for as well as other important information. We've also updated our Data Protection Policy, available on the website.

The new law gives people more rights about how their personal information is handled. You can find out more about this on the Information Commissioner's Office (ICO) website.

Please rest assured that our School knows how important your and your child's information is and takes all appropriate measures to make sure it is kept safe and secure, processed lawfully and fairly and only shared with people that the law allows us to.

If you're interested in how Bury Council is handling personal information under the new law have a look at their website and their privacy notice.

Note to Parents

We need to hold personal information about your child both in electronic and paper form to help us with their educational needs. The School, parents and carers are responsible for their accuracy and safekeeping. We collect and use pupil information to comply with regulations such as Education Acts, the Children's Act 2004 and the General Data Protection Regulation.

Whilst the majority of information you provide to us on your child is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

School staff have access to your child's records to enable them to do their jobs and information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date. All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss.

The categories of your child's information that we collect, hold and share, include personal information such as their name, their unique pupil number, address and parental contact details. We also hold educational records such as assessments, results and any Special Educational Needs (SEN) information the child may have and measures in place to assist them.

We hold pupil data for as short a time as possible that is consistent with our statutory and legal obligations. We use the Information and Record Management Society's Toolkit for Schools to inform our decisions on retention periods. This means that we will not hold your child's records for longer than we need to.

We do not share information about our pupils with anyone without consent, unless the law and our policies allow us to do so. The law allows us to share data with third parties, where they are carrying out duties for the School and appropriate controls are in place.

We also collect information about parents to meet our legal duties and reasons such as to support learning and keep your child safe. Typically, this data includes information such as contact details including e-mail, telephone number and address. We also collect information held in relation to the school's statutory responsibilities, including in respect of safeguarding and child protection, equalities, health and safety and Special Educational Needs.

Under data protection legislation, parents and pupils have the right to request access to information about them, that we hold. To make a request for your personal information, or be given access to your child's educational record please contact the school, info@thederbyhighschool.co.uk.

Please refer to our Privacy Notice on the School website for further details of our data protection policy. Please contact the School should you have any questions or concerns regarding both your and your child's personal data.

Privacy Notice – How we use pupil information

Why do we collect and use pupil information?

We collect and use pupil information under Article 6(1)(b) 'Processing.is.necessary.for. the.performance.of.a.contract.with.the.data.subject.or.to.take.steps.to.enter.into.a. contract? and article 9(2)(b) 'Processing.is.necessary.for.carrying.out.obligations.under. employment?social.security.or.social.protection.law?or.a.collective.agreement¡"

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to support educational research
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us.

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

- for the purposes of **(a), (b), (c)** & **(d)** in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of **(e)** in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of **(f)** in accordance with the legal basis of Legal obligation: data collected for DfE census information

In addition, concerning any special category data:

- conditions a, b, c and d of GDPR – Article 9

What is your 'Personal Data'?

Personal data is information that says something about you as an individual, so it would normally include your name, and/or contact details, or even a photograph of you.

The categories of parent information that we collect and hold include:

- Personal information (names, addresses, contact numbers, email addresses, relationship to pupil).

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

- Personal information (name, unique pupil number, date of birth, address, photograph, and religion)
- Characteristics (ethnicity, language, nationality, country of birth, catering and free school meal eligibility, biometrics)
- Safeguarding information (such as court orders and professional involvement)
- Education Information (Previous school(s), Special Educational Needs Information (including the needs and ranking), National Curriculum Assessment results, Post 16 learning information, information for certain trips and/or activities)
- Medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information (sessions attended, number of absences and absence reasons, exclusions/behavioural information)
- Welfare (In care details, child protection plans)

This list is not exhaustive.

How do we collect your information?

- We obtain information via registration forms.
- When a child joins us from another school, we are sent a secure file (Common Transfer File (CTF)) containing relevant information.
- Medication forms.
- Child protection plans.
- Biometric fingerprints.

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

How do we store your information?

We hold your personal information securely for the set amount of time shown in the school's Records Management Policy which can be found on our website.

For more information about how we keep your information safe, please see the school's Data Protection Policy also found on our website.

Biometric fingerprints are translated to an alpha numeric digital signature, the fingerprint image is then discarded. As the fingerprint is transformed into a

mathematical algorithm the information cannot be used to recreate an image of the fingerprint or for any other identification purpose.

Who do we share pupil information with?

We routinely share pupil information with:

- The local authority (LA)
- The Department for Education (DfE)
- Schools that pupils attend after leaving us
- Youth support agencies (pupils aged 13+)
- Outside agencies e.g. Intrahealth, Cunninghams Catering
- Wonde
- Educational partners e.g. Sparx Learning, Edukey, Satchel One
- GL Assessments and Exam Boards (AQA, Pearson, WJEC, OCR)
- CPOMS
- SIMs/MIS

Why do we share your information?

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Youth support services

What is different about pupils aged 13+?

Once our pupils reach the age of 13, we also pass pupil 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.

This enables them to provide services as follows:

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

The information shared is limited to the pupil's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once he/she reaches the age of 16¡

Aged 14+ qualifications

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications.

Our pupils aged 16+

We will also share certain information about pupils 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
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For more information about services for young people, please visit our local authority website http://www.bury.gov.uk/index.aspx?articleid=10386.

Department for Education

We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of data collections.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of pupils and their characteristics in each school.
- informs 'short term' education policy monitoring (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy. (for example, how certain subject choices go on to affect education or earnings beyond school)

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law to provide information about our pupils 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 law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

Sharing by the DfE

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

To contact DfE: https://www.gov.uk/contact-dfe

The department may share information about our pupils from the NPD 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

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil 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.

What are your rights?

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact The Derby High School info@thederbyhighschool.co.uk.

You also have the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.

- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the school in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 5 June 2026.

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- The Derby High School – info@thederbyhighschool.co.uk
- Bury Local Authority

THE DERBY
HIGH SCHOOL
Inspired to make a difference

Declaration

I, declare that I understand:

- The categories of my personal information The Derby High School collects and uses.
- The Derby High School has a lawful basis for collecting and using my personal information.
- The Derby High School may share my information with the DfE, LA and other stated organisations.
- The Derby High School does not share information about me with anyone without my consent, unless the law and our policies allow them to do so.
- My information is retained in line with The Derby High School's Records Management Policy.
- My rights to the processing of my personal information.

Name: _____

Signature: _____

Date: _____

For school use only

Date privacy notice last updated: 5 June 2026