

# 4H Consortium data protection statement



## Who are we?

We are a consortium of four schools engaged in a sixth form partnership: Haydon, Queensmead, Ruislip High School, Vyners. All schools have their own privacy notices but for the purposes of organising and administering the consortium, certain student, staff and parent data is shared between the schools in order to provide the services required for each student's education. For the purposes of this document the school that the student is enrolled will be described as the 'home' school, while any school within the consortium that a student attends for a one Level 3 subject will be described as the 'host' school.

## What information do we collect and how do we use it?

When a student is allocated a place at any of the consortium schools, the 'home school will provide the 'host' school with information electronically via a secure common transfer file (CTF) and/or a student information form.

This information includes:

- any previous eligibility for free schools meals.

The schools in the 4H consortium agree to share additional information about the learner and their family. This information may include:

- GCSE results
- UCAS references
- other relevant curriculum records, such as option choices and lesson timetable
- attendance records
- details of any behaviour issues or exclusions
- photographs
- CCTV footage

Any confidential safeguarding information will be shared using paper records between the respective schools' designated safeguarding leads.

Consortium students are encouraged to register with the 4H consortium website so that they receive notifications of school updates that could affect them, eg. a lesson has been cancelled. The only information that is collected to join the website is the learner's email address and this is not shared or processed.

## What is our legal basis for using this data?

The schools in the 4H consortium will only collect and use information permitted by the law. Most often, a partner school will use a student's information where:

- they need to comply with the law;
- they need to use it to carry out a task in the public interest.

Sometimes, a consortium school may also use personal information where:

- a student or parents/carers have given the school permission to use it in a certain way;
- the school needs to protect a student's interests (or someone else's interests).

Some of the reasons listed for collecting and using information overlap, and there may be several grounds which mean a school can use data. Where a host school has permission to use data, a student and his/her parents/carers may withdraw this at any time by contacting the home school.

### **How does each school stores this data?**

Each school will keep personal information about students while they are involved in the consortium. They will also keep it after students have left their home school, where it is required by law. Information will be destroyed in accordance with the Information and Records Management Society's Record Retention Guidelines . In most cases, all data held about students will be destroyed at the end of the academic year when they turn 25 years old.

### **Are schools allowed to share data?**

The schools in the 4H consortium will not share personal information about students with anyone outside of the consortium without permission from students and/or their parents/guardians, unless the law and school policies allow them to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- **The London Borough of Hillingdon:** all consortium schools are legally obliged to share certain information with the borough, such as safeguarding concerns, and information about school admissions
- **The Department for Education and Ofsted:** all consortium schools are legally obliged to share certain information in relation to student progress and to facilitate the statutory inspection of state schools
- **Other educational providers or third-party organisations:** This will be in order to allow students to submit higher education applications, eg. UCAS, take part in extra-curricular activities, eg. Duke of Edinburgh award scheme and cross-school activities.
- **Awarding bodies:** This is to allow students to sit Level 3 public examinations and/or assess controlled assessments.
- **Suppliers and service providers;** these will be specific to individual consortium schools but include organisations such as Parentpay, RM, Atomwide, Capita Sims and Herts for Learning.
- **The Health and Safety Executive;** this would be in line with statutory obligation in relation to accident reporting
- **Security organisations:** this would be permitted in terms of CCTV system in each consortium school
- **The emergency services (police, fire, ambulance):** where information needs to be shared for safeguarding reasons or to provide assistance to a student. In all situations, except emergencies, the school requires requests for information in writing from the police

From time to time, consortium schools will recommend online tools and apps in order to support students' learning. These include, but are not limited to: ShowMyHomework, Pixl Kerboodle, My Maths, Maths Watch, Alps, Google Classroom and Unifrog. In order to create an account, partner schools need to share a range of data to support students' learning.

Consortium schools may also make information public in order to congratulate students on their achievements. This might include using photos on the school's website and in other marketing information, putting pictures round the school of learning taking place, adding names to concert programmes or the school's facebook / twitter accounts, putting information in the school newsletter etc. Schools will never share any personal information which will put students at risk.

## How can personal information be accessed?

Students can find out if any school in the 4H consortium holds personal information about them, and how it is used, by making a 'subject access request', as long as the school concerned judges that the individual can properly understand his/her rights and what they mean.

If we do hold information about student, we will:

- Give a description of it
- Tell why we are holding and using it, and how long we will keep it for
- Explain where we got it from
- Provide information about sharing data
- Give a copy of the information

Students may also ask consortium schools to send your personal information to another organisation electronically in certain circumstances. If they want to make a request, they should follow the individual school policy available on their website.

## Are there other rights?

Students have other rights over how their personal data is used and kept safe, including the right to:

- Say they don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used for marketing materials
- Say that they don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

## Complaints

All 4H schools take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

Students can make a complaint at any time by contacting the relevant school. They should contact:

### Haydon

Julie Martin, Assistant Headteacher for Sixth Form, [jmartin127.312@lgflmail.org](mailto:jmartin127.312@lgflmail.org)

### Queensmead

David Patterson, Business Manager, [dpatterson@qmschool.org.uk](mailto:dpatterson@qmschool.org.uk)

### Ruislip High School

Justine O'Driscoll, HR and Data Manager, [office@ruisliphigh.org.uk](mailto:office@ruisliphigh.org.uk)

### Vyners

Frances Webb, HR and Office Manager, [fwebb@vynersschool.org.uk](mailto:fwebb@vynersschool.org.uk)

Students can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow,
- Cheshire, SK9 5AF

***This notice is based on the Department for Education's model privacy notice for students, amended to reflect the way the consortium schools use data.***