Privacy Notice - Data Protection Act 2018

STUDENTS – October 2026 Issue

Under Data Protection law, you have a legal right to be informed about how our school uses any personal information that we hold about you. This privacy notice explains how we collect, store and use personal data about you.

Vyners School is part of Vanguard Learning Trust, which is a registered 'data controller' for the purposes of Data Protection law.

Each School within the Trust has appointed a Data Protection Lead (DPL) who is your first point of contact for any queries or subject access requests.

The DPL for Vyners School is – Miss Williams, Business Manager, kwilliams@vynersschool.org.uk, 01895 234342

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details (and those of your parents and possibly some other relatives)
- Your test results and regular assessment by your teachers of your progress in all your subjects
- Curriculum records, such as your option choices and lesson timetable
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- To ensure our school community remains safe and welcoming
- Facilitate your safe participation in co-curricular activities and school trips
- Track how well the school as a whole is performing
- Look after your wellbeing
- To keep individuals within our school community as safe as possible

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (i.e. in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way. When we need to ask for your consent to process some of your personal data, we may do that in writing, electronically or verbally. In some instances, we will seek consent from both your parents and yourself.
- We need to protect your interests (or someone else's interests). CCTV footage may be used as evidence as part of an investigation into poor student behaviour.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

Right to withdraw consent

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time by contacting Miss Williams.

You additionally have the right to directly control who we share your data with, once you are old enough to understand your legal rights. This is usually around age 14 years, but will vary from person to person.

If you are concerned about how your personal data is being used, or would like to restrict who it is shared with, please talk to your Year Leader or Miss Williams.

How we store this data

We will keep personal information about you while you are a student at our school. We will also keep it after you have left the school, where we are required to by law.

Information will be destroyed in accordance with the Information and Records Management Society's Record Retention Guidelines (a copy of which is available from Miss Williams). In most cases, all data held about you will be destroyed at the end of the academic year when you turn 25 years old.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us 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** – we are legally obliged to share certain information with them, such as safeguarding concerns, information about school admissions, student exclusions and where you go once you leave the school.
- The **Department for Education** and **Ofsted** – we are legally obliged to share certain information in relation to student progress and to facilitate the statutory inspection of state schools
- Your parents (including those who might not live with you) and any other nominated family representatives
- Other educational providers or third-party organisations - to enable you to take part in extracurricular activities and cross-school activities. This will particularly be the case if you are a post-16 student who takes lessons at more than one school.
- Other schools within Vanguard Learning Trust, where data sharing enables us to support extra-curricular activities or the provision of educational provision.
- **Vaccinations UK** and the **NHS** in order that the national vaccination programme for school age children is delivered effectively
- **Arbor** - our management information system. The school uses its texting service to either communicate whole school emergency messages (e.g. about school closures or lockdowns) or individual / small group messages
- **Examining bodies** – in order to enable you to sit GCSE and A Level exams.
- Suppliers and service providers – particularly **Parentpay, Biostore/Iris** and **Arbor**. These companies supply our cashless catering and management information system.
- **Applicaa Ltd**, who supply the online portal we use to collect data about students joining the school (Admissions+)
- **EduFOCUS Ltd**, who supply the online portal we use to organise school trips and visits (Evolve)
- **PracticePal** who provide the electronic platform which enables us to timetable (and mark student attendance at) peripatetic music lessons.
- **Place 2 Be,** which provides mental health support to students.
- **PupilProgress.com,** which enables the school to benchmark year 11 attainment data in maths and English against the national cohort.
- **London Grid for Learning (LGFL)** helps us to check your eligibility for free school meals.
- **School Cloud** - our external support provider for remote Parents' Evenings.
- Our Payroll Bureau (**Juniper Education**) and **HMRC** – to facilitate payments to students who undertake paid work for us.
- The **Health and Safety Executive** – to comply with our statutory obligation in relation to accident reporting.
- Security organisations – in particular **EST** who service our CCTV system.
- The emergency services (**Police, Fire, Ambulance**), where information needs to be shared for safeguarding reasons, for the purposes of crime prevention or to provide assistance to a student in an emergency.

From time to time, we will recommend online tools and apps in order to support your learning. These include, but are not limited to: Unifrog, Tassomai, Dr Frost Maths, Pixl apps, Kerboodle, Sparx Learning, Times Tables Rockstars Maths, Adobe Creative Cloud (for photography and media

students), Bedrock Learning, Seneca Learning, Collins Connect, Educake, ExamPro, Oliver, Oxplore and Eventbrite. In order to create an account for you, we may need to share your full name, tutorial group and school email address. We will seek your consent before sharing any further information.

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The School uses G Suite for Education (from Google) to support the delivery of education. Students will be routinely issued with a Google email account, access to Google Calendar, restricted access to You Tube and access to Google Classroom. The Privacy Notices for this suite of products can be separately accessed via the following link:
https://workspace.google.com/terms/education_privacy/?hl=en-GB

We may also make information public in order to congratulate students on their achievements and to show others what a great school Vyners is. This might include using your photo in the school prospectus and in other marketing information, putting pictures round the school of your learning taking place, adding your name to concert programmes or the school's Facebook / twitter accounts, putting information in the school newsletter etc. The School will never share any personal information which will put you at risk. We will never take or use a photo of you if you ask us not to.

Sharing information to safeguard children

From 30th September 2026, schools have a legal duty (section 16LA of the Children Act 2004) to share relevant information where this may help another organisation or professional to safeguard a child or promote their welfare. This means that, where the duty applies, the school does not need to ask for parental consent before sharing information. The school will only share information that is relevant and proportionate, and the school will continue to handle personal information securely and in accordance with data protection law.

As an example, a school may need to share information with children's social care, health services, the police or another relevant organisation about concerns a child has shared, patterns of absence or changes in behaviour that may indicate a welfare concern, or relevant information about a child's or family's circumstances. The school may also be required to provide relevant information when another safeguarding organisation asks for it.

Where it is safe and appropriate to do so, the school will be open with children and families about what information is being shared, with whom and why. However, the school is not obliged to seek consent where the law requires them to share information, and there may be occasions when it would not be appropriate to tell a family before information is shared because doing so could increase the risk to a child.

Photographs / film footage of students

The School will routinely take and retain a photo of every student in the school. This will be stored securely on our management information system (**Arbor**) and enables staff to recognize you.

The photos are taken and supplied by the School's external photographer – currently **Tempest Photography**.

Certain subjects (in particular drama and performing arts) require us to take film footage of your controlled assessment. This will be supplied to exam boards for formal moderation.

The School often takes photos at events and within class to help promote the school. Such images may be used in our prospectus, on the website, or around the school. Both you and your parents

have the right to say that you would prefer such photos are not taken. If you take a different view from your parents, we will not take or use your image, and would encourage you to talk to your parents about this issue.

6th Form students will be asked to make their own decision about the taking and use of photos when they enrol.

Google Meet

The school's preferred video meeting platform is Google Meet.

Whilst the school no longer records live lessons, the use of Google meet is still occasionally used for conducting remote meetings and events with students. The Schools usual standards of behaviour operate in Google Meet sessions and rewards and consequences may be given remotely.

All Google Meets will either be supervised in school or will be subject to unannounced drop-ins from a member of the Senior Leadership Team.

Students, staff and parents are explicitly prohibited from recording, photographing or taking a screenshot of any Google Meet session. Staff or students found to be doing so may be subject to behaviour or disciplinary sanctions.

Biometric information

The School collects and securely holds biometric information on you in connection with the cashless catering system. For students in Years 7-11, specific consent is sought from your parents to hold this information when you are admitted to the school. For 6th Form students, consent is sought from yourselves and your parents when you enrol at the start of Year 12. In all cases, if you prefer that the school does not hold this information, we can supply an alternative method of identifying you. Please let Miss Williams or one of the ICT technicians know.

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage. You can also contact the Department for Education if you have any questions about the database.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to the London Borough of Hillingdon as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers can contact Miss Williams to ask us to only pass your name, address and date of birth to the London Borough of Hillingdon in connection with these services. This right passes to you once you reach the age of 16 years.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights - How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject **access request'**, as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- 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)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact Miss Williams.

Your other rights over your data

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

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you 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

We 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.

You can make a complaint at any time by contacting Miss Williams, who is our data protection officer.

If you are unsatisfied after speaking to Miss Williams, you may raise an official complaint via the Vanguard Learning Trust Complaints Policy (available on the Trust website – www.vlt.org.uk).

You 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 we use data in this school.