



Privacy Notice - Data Protection Act 2018 STUDENTS – March 2021 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 (including Covid -19 status of you and any other people in your family)
- 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
- 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 comply with national requirements around controlling the Covid-19 pandemic, and 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)

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.

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

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.

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
- **Public Health England, NHS Track and Trace** and other public bodies responsible for the management of the pandemic

- Your parents (including those who might not live with you) and any other nominated family representatives
- Other educational providers or third-party organizations - 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 studying as part of the 4H Consortium.
- Other schools within Vanguard Learning Trust, where data sharing enables us to support extra-curricular activities or the provision of educational provision.
- **Edulink** which in turn uses the Gov Notify service provided by the UK Govt. 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 regarding student welfare
- **Examining bodies** – in order to enable you to sit GCSE and A Level exams.
- Suppliers and service providers – particularly **Squidcard, Biostore/Iris** and **Capita Sims**. These companies supply our cashless catering and management information system. **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 (currently **SGW Payroll** from 1 April 2019) 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 organizations – 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, Hegarty Maths, Creative Cloud (for photography students), Bedrock Learning, Seneca Learning, Collins Connect, ExamPro, 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.

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, Blogger (media studies students only), 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://edu.google.com/intl/en_uk/trust/.

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.

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 (SIMS) 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 recordings

The global pandemic of 2020-21 and the requirement for schools to transfer to 'remote learning' has resulted in some lessons, tutorials and educational interventions (e.g. mentoring sessions) being conducted via Google Meet. This is the School's preferred video meeting platform.

Under the 'public interest criterion', the school reserves the right to take recordings of live lessons, virtual tutorials and other sessions for the following purposes:

- To act as a safeguarding control for both students and staff;
- To assist with the School's internal quality assurance process and the professional development of staff;
- To assist with the subsequent investigation of any behaviour concerns.

The recording of live lessons and tutorials are not primarily being taken in order to enable students to catch up on missed sessions. There is a clear expectation that students attend these events in real time, just as if they were physically in school.

Where a session is being recorded, participants will be clearly informed of the fact. Google Meet also clearly indicates a recording is taking place.

The School has set out clear protocols for students and staff surrounding such sessions. These protocols cover such issues as where participation in live events should take place, clothing, standards of acceptable language and behaviour etc.

All Google Meets may be subject to unannounced drop-ins from a member of the Senior Leadership Team. Recordings may also be subject to 'spot checking' by a member of the Senior Leadership team to ensure appropriate standards of conduct are being adhered to by all present.

All recordings will be kept as part of Google Drive and will be subject to automatic deletion 6 calendar months after the date of recording. School Leadership and the local IT team reserve the right to access any recording kept on a member of staff's individual google area.

If concerns have been expressed about the session and are unresolved at the date of deletion, a copy of the recording will be downloaded and kept until the concern or complaint has been resolved. The provisions of the IRMS data retention toolkit (available via www.vlt.org.uk) will be deemed to apply in such cases.

Staff must not share recordings of any sessions with students, parents or other staff without approval from a member of the Senior Leadership Team.

Students, staff and parents are explicitly prohibited from recording, photographing or taking a screenshot of the 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. We also use biometric data to facilitate the registration of 6th Form students (necessary for safety reasons). 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 our 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.

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.