

DATA PROTECTION NOTICE FOR STUDENTS, PARENTS AND GUARDIANS

For the purposes of the Data Protection Act 1998 ("the DPA"), New Hall School ("the School") is the "data controller" of personal data about students and their parents and/or guardians ("your personal data").

1. Personal data processed by the School

Personal data processed by the School includes contact details, national curriculum and other assessment results, attendance information, learning difficulties and disabilities/special educational needs, and images of students engaging in School activities (and in relation to parents and/or guardians, may include financial information). The School may also process sensitive personal data such as ethnic group, religious beliefs and relevant medical information. Your personal data will usually be collected directly from you, but some may be passed to the School by third parties.

2. Purposed for which your data may be processed

Your personal data (including sensitive personal data, where appropriate) is processed by the School strictly in accordance with the Data Protection Act in order to:

- support students' teaching and learning
- monitor and report on their progress
- publish examination results (see below)
- provide appropriate pastoral care
- assess how well the School as a whole is doing
- communicate with former students
- monitor students' email communications and internet use for the purpose of ensuring
- compliance with the school rules and Code of Conduct
- monitor the content of messages or images on a student's mobile phone, personal computer, or other electronic devices, where misconduct is being investigated
- where appropriate, promote the School to prospective students (including through the School's prospectus and website); and
- other reasonable purposes relating to the operation of the School.

3. Publication of examination results

The publication of examination results by schools, colleges and universities is a common and accepted practice. Many students enjoy seeing their name in print and the Act does not stop this happening. However, the Act does mean that the School has to act fairly when publishing results and, where people have concerns about their or their child's information being published, the School must take those concerns seriously.

In general, because the School has a legitimate interest in publishing examination results, students and their parents or guardians do not need to give their consent to publication. However, as the School would not wish to cause distress or harm, the School will consider carefully any objections lodged by students or their parents or guardians. This means that the School endeavours to ensure that students and their parents/guardians are aware that public examination results may be published on the website, in School literature and via press releases or radio/TV broadcasts. This information will be communicated each academic year.

4. Your right to access your personal data

Students and their parents and/or guardians, as data subjects, have certain rights under the

Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand his/her rights and to make an access request themselves if s/he wishes. A parent would normally be expected to make a request on a child's behalf if the child is younger. If you wish to access your personal data, or that of your child or a student for whom you have parental responsibility, then please contact the Principal in writing.

5. Third parties with whom the School may need to share your personal data

From time to time the School may pass your personal data (including sensitive personal data where appropriate) to third parties, including local authorities, other public authorities, independent school bodies such as the Independent Schools Inspectorate and the Independent Schools Council, health professionals and the School's professional advisers, who will process the data:

- to enable the relevant authorities to monitor the School's performance
- to compile statistical information (normally used on an anonymous basis)
- to secure funding for the School (and where relevant, on behalf of individual students)
- to safeguard students' welfare and provide appropriate pastoral (and where relevant, medical and dental) care for students
- where specifically requested by students and/or their parents or guardians
- where necessary in connection with learning and extra-curricular activities undertaken by students
- to enable students to take part in national and other assessments and to monitor students' progress and educational needs
- to obtain appropriate professional advice and insurance for the School
- where a reference or other information about a pupil or ex-pupil is requested by another educational establishment or employer to whom they have applied
- where otherwise required by law, for example in connection with the government's Connexions services (see below)
- To assist the National Health Service Trust to maintain Child Health Records (see below)
- Otherwise where reasonably necessary for the operation of the School.

6. Connexions

The school is required by law to supply basic information about students aged 13 or over to Connexions, the government's support service for all young people aged 13 to 19 in England. Parents and/or guardians (or students themselves if aged over 16) can request that no information beyond name and address is passed to Connexions service providers. Further information can be obtained from the school.

7. National Health Service Records

Each year, the South Essex Partnership NHS Trust asks the School to provide a list of the Year 7 intake, including child's name, date of birth, address, telephone number and ethnicity. At the same time, we are asked to update the records of students in other year groups. This information is used, for example, to inform immunisation programmes. Our policy is to provide this information; however, before doing so, we will offer parents the opportunity to object to the release of this information to the NHS.

8. Further questions

If you have any queries about this Notice or how personal data is processed by the School, please contact the Principal.