

PRENTON HIGH SCHOOL FOR GIRLS

Privacy Notice for Students and parents/carers

1 INTRODUCTION

Prenton High School for Girls ("the School", "we", "us" or "our") is committed to protecting the privacy and security of personal information.

This Privacy Notice explains how we collect, use, store and share personal information relating to students and their parents/carers.

The School is the Data Controller for the purposes of UK data protection legislation, including:

- UK General Data Protection Regulation (UK GDPR);
- Data Protection Act 2018; and
- Data (Use and Access) Act 2025.

2 DATA CONTROLLER DETAILS

Data Controller:
Prenton High School for Girls

Data Protection Officer:
Mrs H Sanderson
Email: sandersonh@prentonhighschool.co.uk

3 THE INFORMATION WE COLLECT

We may collect, use, store and share the following categories of personal information:

4 STUDENT IDENTITY INFORMATION

- name
- preferred name
- date of birth
- unique pupil number (UPN)
- student identification numbers
- photographs
- eligibility for free school meals

Student Contact Information

- home address
- email address
- telephone number

Parent/Carer Information

- Names
- Addresses
- telephone numbers
- email addresses
- relationship to the student
- parental responsibility information
- emergency contact details

Educational Information

- attendance records

Reviewed:	Summer 2026
Ratified:	Summer 2026
Next Review:	Summer 2027

- punctuality records
- assessment results
- examination entries and results
- curriculum records
- reports
- behavioural records
- rewards and sanctions
- educational support plans

Safeguarding Information

- safeguarding concerns
- child protection records
- welfare information
- court orders
- professional agency involvement

Special Educational Needs Information

- Education, Health and Care Plans (EHCPs)
- SEND assessments
- support plans
- specialist reports

Special Category Information

Where necessary we may process:

- health information
- medical conditions
- disability information
- ethnicity
- religion or belief
- nationality
- biometric information (where applicable)
- information relating to safeguarding concerns

Financial Information

Where necessary we may collect:

- trip and visit payment information
- catering account information
- free school meal eligibility information
- bursary or financial support information

Technical Information

- school email usage
- network activity
- device logs
- internet usage records
- CCTV images
- access control records
- online learning platform usage

5 HOW WE COLLECT INFORMATION

We collect personal information:

- directly from students and parents/carers;
- from admission forms;
- from previous schools;
- from local authorities;

- from the Department for Education;
- from examination boards;
- from health professionals;
- from social care services;
- from safeguarding agencies;
- from educational psychologists and specialist services;
- through CCTV and security systems;
- through use of school systems, devices and online platforms.

6 WHY WE PROCESS YOUR INFORMATION

We process personal information for the following purposes:

- providing education and educational support;
- monitoring student progress and attainment;
- maintaining attendance records;
- safeguarding and promoting student welfare;
- supporting students with special educational needs;
- administering examinations and assessments;
- communicating with parents and carers;
- complying with legal and regulatory requirements;
- managing behaviour and discipline;
- supporting pastoral care;
- planning and managing school services;
- promoting equality and inclusion;
- ensuring health and safety;
- administering trips and activities;
- maintaining security and preventing crime;
- operating school IT systems and online learning platforms;
- responding to legal claims and complaints.

7 OUR LAWFUL BASIS FOR PROCESSING

Under UK GDPR we process personal information using one or more of the following lawful bases.

Article 6(1)(c) Legal Obligation

Where processing is necessary to comply with legal obligations placed upon the School.

Article 6(1)(e) Public Task

Where processing is necessary for the performance of tasks carried out in the public interest and in the exercise of official authority as an educational institution.

Article 6(1)(d) Vital Interests

Where processing is necessary to protect the vital interests of a student or another person.

Article 6(1)(a) Consent

Where consent is required, for example certain uses of photographs, biometric information or marketing activities.

Article 6(1)(f) Legitimate Interests

Where appropriate, for purposes such as security, fraud prevention and the effective administration of the School.

Special Category Data

Where we process special category information we rely on relevant conditions under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018, including:

- safeguarding children and individuals at risk;
- education law obligations;

- health and social care purposes;
- substantial public interest conditions;
- equality monitoring;
- public health requirements.

8 WHO WE SHARE INFORMATION WITH

We may share information where necessary with:

- Department for Education;
- Local Authorities;
- Examination Boards;
- Schools and educational institutions;
- Alternative Provision providers;
- NHS and healthcare professionals;
- School nursing services;
- Educational psychologists;
- Social care services;
- safeguarding partners;
- police and law enforcement agencies;
- courts and tribunals;
- the Home Office where legally required;
- auditors and inspectors;
- insurers;
- legal advisers;
- school meal providers;
- school transport providers;
- educational software and online learning providers;
- IT service providers and data processors.

We only share information where there is a lawful basis for doing so.

9 DEPARTMENT FOR EDUCATION

The Department for Education (DfE) collects personal information from schools and local authorities through statutory data collections including the school census.

The DfE uses this information to:

- support the administration of education services;
- monitor educational outcomes;
- develop education policy;
- undertake research and statistical analysis;
- allocate and monitor funding.

Further information regarding how the DfE uses personal information can be found on the DfE website.

10 INTERNATIONAL TRANSFERS

Where personal information is transferred outside the United Kingdom, we will ensure appropriate safeguards are in place in accordance with UK GDPR requirements.

11 HOW LONG WE KEEP INFORMATION

Personal information will be retained in accordance with the School's Records Retention Schedule.

Retention periods vary according to the nature of the information and legal requirements.

When information is no longer required it will be securely deleted or destroyed

12 AUTOMATED DECISION MAKING

The School does not normally make decisions based solely on automated processing that produce legal or similarly significant effects.

If this changes, parents/carers will be informed of their rights and safeguards.

13 DATA SECURITY

The School takes appropriate technical and organisational measures to protect personal information against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

14 YOUR DATA PROTECTION RIGHTS

- Subject to legal limitations, individuals have the right to:
- be informed about processing;
- request access to personal information;
- request rectification of inaccurate information;
- request erasure in certain circumstances;
- request restriction of processing;
- object to processing in certain circumstances;
- request transfer of information where applicable;
- withdraw consent where consent is relied upon.

As children mature, data protection rights belong to the student themselves where they are considered capable of understanding and exercising those rights.

Requests should be made to the Data Protection Officer.

15 DATA PROTECTION COMPLAINTS

If you have concerns about how your personal information is being handled, you should contact the Data Protection Officer in the first instance.

The School maintains an internal data protection complaints process. Complaints will be acknowledged, investigated and responded to in writing.

If you remain dissatisfied following the School's response, you may complain to the Information Commissioner's Office.

16 INFORMATION COMMISSIONER'S OFFICE

The ICO is the UK's independent authority for data protection.

You can contact the ICO via its website or by telephone if you are dissatisfied with the School's handling of your personal information.

17 CHANGES TO THIS NOTICE

We may update this Privacy Notice from time to time.

The latest version will always be available from the School.