



Student Privacy Notice

Policy Statement

Prince Henry's High School (PHHS) is committed to protecting the privacy and security of personal data. This notice explains how we collect, use and protect personal information relating to our students.

We process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data Controller

Prince Henry's High School is the data controller and is registered with the Information Commissioner's Office (Reg. No. Z7196539).

The Data Protection Officer (DPO) for the school is Mrs M Wall.

We ensure that personal data is:

- processed lawfully, fairly and transparently
- collected for specified, explicit and legitimate purposes
- adequate, relevant and limited to what is necessary
- accurate and kept up to date
- kept securely
- retained only for as long as necessary

Lawful Basis for Processing

We process personal data under the following lawful bases:

- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task

Where special category data is processed, we rely on:

- Article 9(2)(g) - substantial public interest
- Article 9(2)(h) - health or social care
- Article 9(2)(j) - research/statistical purposes (where applicable)

Categories of student information we collect

We may collect, hold and share the following information:

- Personal details (such as name, unique pupil number, address, and contact details, including parent/carer details)
- Characteristics (such as ethnicity, language, nationality, religion and free school meal eligibility)

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Worcestershire Hills Trust trading as Prince Henry's High School, registered as a company in England and Wales at the above address. Reg No 07512962

Working in collaboration with Bredon Hill and St Egwin's Middle Schools

- Attendance, behaviour and safeguarding information (including exclusions)
- Assessment and attainment data, including examination results
- Post-16 and destination information
- Special educational needs and disabilities (SEND) information
- Relevant medical and health information

How we use this information

We use student data to:

- support learning and progress
- support student welfare and safeguarding
- monitor and report on progress
- provide pastoral care
- assess the quality of our services
- comply with legal obligations
- protect vulnerable individuals
- prevent and detect crime

Where we get information from

We collect information from:

- students and their parents/carers
- previous schools
- local authorities
- the Department for Education (DfE)
- other relevant organisations involved in education or safeguarding

Who we share information with

We may share student data with:

- the local authority
- the Department for Education (DfE)
- NHS and health professionals
- other schools and educational providers
- safeguarding partners
- service providers acting on our behalf

We only share data where it is lawful and necessary.

DfE and National Pupil Database (NPD)

We are required to share information with the DfE under the Education (Information About Individual Pupils) (England) Regulations 2013.

Some of this data is stored in the National Pupil Database (NPD). The DfE may share this information with third parties for research and statistical purposes, under strict controls.

For more information, please visit the DfE website.



Retention

We retain personal data in line with the Information and Records Management Society (IRMS) Toolkit for Schools and our Retention and Destruction Policy.

Photographs and Media

The school may take photographs or videos of students for educational, monitoring and promotional purposes. Consent is obtained through the admissions process and can be withdrawn at any time.

CCTV operates on site for safety and security purposes.

Biometric Data

The school may use biometric systems (e.g. for catering or library services). This is processed in line with the Protection of Freedoms Act 2012. Parental consent is obtained prior to use.

Rights of Individuals

Under data protection law, students and parents/carers have the right to:

- be informed about how we use personal data
- request access to personal data (Subject Access Request)
- request rectification of inaccurate data
- request erasure (in certain circumstances)
- restrict processing
- object to processing
- data portability (where applicable)
- withdraw consent (where applicable)
- lodge a complaint with the Information Commissioner's Office (ICO)

To exercise any of these rights, please contact the Data Protection Officer.

Complaints

If you have concerns about how we use personal data, please contact the DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

Contact

Data Protection Officer
Prince Henry's High School
Victoria Avenue
Evesham
WR11 4QH
Tel: 01386 765588
Email: enquiries@princehenrys.worcs.sch.uk

