



THE MOUNTBATTEN SCHOOL

Privacy Notice for Students (How we use student information)

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, The Mountbatten School, Whitenap Lane, Romsey, SO51 5SY, are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted via dpo@mountbatten.hants.sch.uk.

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:

- Personal information (such as name, unique student number, address and contact details)
- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background, language, nationality, country of birth, free school meal eligibility
- Any medical conditions or special educational needs you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images
- Modes of travel
- Post 16 learning information

From time to time we may also get additional information such as:

- Travel documentation (passport and EHIC information)

Why we collect and use this data

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

- Support your learning

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- 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
- Track how well the school as a whole is performing
- Help the school plan for the future
- Look after your wellbeing
- Comply with the law regarding data sharing
- Administer educational trips within the UK and abroad
- To protect student welfare and carry out safeguarding activities

The lawful 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' (in order to provide you with an education)
- We need to protect your interests

General Data Protection Regulations

- Article 6(1)(e) – the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Article 9(2)(g) – the processing is necessary for reasons of substantial public interest.

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

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

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.

Storing student data

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

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We have a Records Retention Schedule which sets out how long we must keep information about students. This can be found on our website.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We'll dispose of your personal data securely when we no longer need it.

Who we share student information with

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 (and it complies with data protection law) we may share personal information about students with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- The Department for Education (a government department) – to meet our legal duties to share certain information with it, such as information about who comes to our school, this enables us to receive school funding as well as to comply with the law. (*regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013*)
- Your family and representatives
- Educators and examining bodies
- Our regulator, Ofsted (the organisation or "watchdog" that supervises us),
- Suppliers and service providers – so that they can provide the services we have contracted them for such as auditors, Professional advisers and counsellors;
Tour Operators associated with school trips
- Health authorities such as Hampshire County Council's School Nurse and NHS.
- Police forces, courts, tribunals
- Schools/colleges that the you attend after leaving us

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Youth support services

What is different about students aged 13+?

Once our students reach the age of 13, we are legally required to pass on certain information about them to our local authority or youth support services provider, as they have legal responsibilities regarding the education or training of 13-19 year-olds.

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

Parents/carers, or students, once aged 16 or over, can contact our data protection officer to request that we **only** pass the individual's name, address and date of birth to our local authority and youth support services provider.

For more information about services for young people, please visit our local authority website: <https://www.hants.gov.uk/educationandlearning/educationservices>

The National Student Database (NPD)

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

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

For more information, see the Department's webpage on [how it collects and shares research data](#) and for information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

You can also [contact the Department for Education](#) with any further questions about the NPD.

Requesting access to your personal data

Under data protection legislation, parents/carers and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer via the details below.

You also have the right, subject to some limitations to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mr Chris Goodrich, Director of Business Services and Data Protection Officer or Ms Marina Wyse, Data Manager and Data Protection Lead on 01794 502502 or email dpo@mountbatten.hants.sch.uk.

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