Upton-by-Chester High School

Learner Privacy Notice

Policy Link	
SLT	E Bradbury

To	Date
Committee Finance & Buildings	07 May 2026
Full Governing Body	
Next Review	06 May 2027
Make available on:	**Yes/ No**
School website	Yes
Staff shared area	Yes

'Learning to shape the future'

GDPR: Privacy Notice (How we use learner information)

At Upton-by-Chester High School, we aim to provide a positive, aspirational learning environment to support our children to achieve their potential. In order to do this we need to work in partnership with parents, learners, governors, the Local Authority and carefully selected outside agencies.

We are the Data Controller for the purposes of the General Data Protection Regulation (GDPR) and the personal data we hold is used to support our teaching and learning, monitor and report on your child's progress and to provide appropriate pastoral care.

Upton-by-Chester High School complies with the GDPR requirements and is registered as a "Data Controller" with the Information Commissioner's Office (Reg. No. Z5826772).

The categories of learner information that we collect, hold and share include:

- Personal information (such as name, unique learner number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as grades, forecasts and exam/test results).
- Medical information (such as allergies, medication)
- Special Educational Needs
- Behaviour information (positive and negative behaviour and exclusion information)
- CCTV footage
- Post 16 learning information
- Learner destination information when they leave the school

Why we collect and use this information

We collect and hold personal information relating to our learners and those involved with their care. We may also receive information from any schools previously attended, the Local Authority and/or the Department for Education (DfE).

We use this personal information to:

- support learner learning
- support learner welfare
- monitor and report on learner progress

- provide appropriate pastoral care
- assess the quality of our services
- process any complaints and grievances
- provide a cashless catering service
- protect any vulnerable individuals
- prevent and detect crime
- comply with the law regarding data sharing

The lawful basis on which we use this information

The main reason that the school processes personal data is because it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

The school may also process personal data if at least one of the following applies:

- In order to protect the vital interests of an individual
- There is explicit consent
- For establishment, exercise or defence of legal claims or whenever courts are acting in a judicial capacity
- For reasons of public interest in the area of public health
- For reasons of substantial public interest, based on law, which is proportionate in the circumstances and which has provided measures to safeguard the fundamental rights and the interest of the individual.

Collecting learner information

Whilst the majority of learner information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain learner information to us or if you have a choice in this.

Storing learner data

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they are collected. The school keeps all records on learners until they reach the age of 25 years old.

Who we share learner information with

We routinely share learner information with:

- schools that the learner's attend after leaving Upton-by-Chester High School
- our Local Authority

- the Department for Education (DfE)
- the NHS
- Awarding bodies and exam boards
- Tour companies providing school trips
- Social services and linked agencies for health and welfare (MASH, CAMS, Educational Psychologists)
- Police
- School photography companies
- SISRA (an online service that allows us to assess performance and ability) and other third party learning providers
- SIMS (data entry, registration, contact details)
- Online homework and learning platforms e.g. Satchel One, , Educake, Seneca etc.
- Aspens Services Limited to provide on-site cashless catering services

Why we share learner information

We do not share information about our learners with anyone without consent unless the law and our policies allow us to do so.

We share learners' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our learners with our local authority (LA) and the Department for Education (DfE) under Section 3 of The Education (Information About Individual Learners) (England) Regulations 2013.

Data collection requirements:

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

Youth support services

Learners aged 13+

Once our learners reach the age of 13, we also pass learner information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / learner once he/she reaches the age 16.

Learners aged 16+

We will also share certain information about learners aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about learners in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our learners to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Learners) (England) Regulations 2013. To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

The department may share information about our learners from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the

data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to learner information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided learner information, (and for which project), please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

To contact DfE: https://www.gov.uk/contact-dfe

Requesting access to your personal data

Under data protection legislation, parents and learners have the right to request access to information about them that we hold. Requests for personal information must be made in writing and addressed to the Headteacher, Upton-by-Chester High School, St James Avenue, Chester CH2 1NN.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- 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

Queries & Complaints

For any general questions or advice about the school's data protection procedures please contact our Data Protection Lead Officer Mrs Bradbury(bradburye@uptonhigh.co.uk); our School Business Manager Mrs Rowlands

(rowlandsl@uptonhigh.co.uk); or the School's Data Protection Officer (schoolDPO@cheshirewestandchester.gov.uk), or write to:

School Data Protection Officer
Cheshire West and Chester Council
3rd Floor
4 Civic Way
Ellesmere Port
CH65 0BE

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/