



# Dronfield Henry Fanshawe School

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www.dronfield.derbyshire.sch.uk

Success With Care

Headteacher: Mr M. J. Cooper



CBU

6<sup>th</sup> September 2019

Dear Parent / Carer

As you may be aware the GDPR (General Data Protection Regulations) came into effect on 25<sup>th</sup> May 2018. As a result of this, all schools must inform parents and carers about the rules governing data held on students. The attached privacy notice sets out how Dronfield Henry Fanshawe School operates within the legal requirements and legitimate interests set out in the GDPR (General Data Protection Regulations) and UK law.

The GDPR Data Protection Policy and the Photography and Videos at School Policy can be accessed via the school website: [www.dronfield.derbyshire.sch.uk/index.php/parents/policies](http://www.dronfield.derbyshire.sch.uk/index.php/parents/policies)

If you have queries regarding any of the information contained in this letter please contact me on [cburgin@dronfield.debyshire.sch.uk](mailto:cburgin@dronfield.debyshire.sch.uk).

I thank you for your co-operation.

Yours sincerely

Claire Burgin  
Assistant Director of Resources

# Dronfield Henry Fanshawe School – Privacy Notice

## Data Protection Act 1998: How we use student information

We collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our students' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- protect public monies against fraud

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about their learning or qualifications.

Once our students reach the age of 13, the law requires us to pass on certain information to Derbyshire County Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can request that only their child's name, address and date of birth be passed to Derbyshire County Council by informing *Miss C Cooper, Data Manager*. *This right is transferred to the child once he/she reaches the age 16*. For more information about services for young people, please go to our local authority website <http://www.derbyshire.gov.uk/>.

To ensure your son or daughter's information is kept safe we have the following controls/limitations in place:

- a) the information will not be used for any purpose other than those stated in this notice
- b) the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- c) the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- d) the information will only be held for the periods agreed in our school's Record Retention Policy and Schedule, after which it will be destroyed.
- e) the information will be held, used and shared in accordance with Data Protection Act 1998 legislation and the General Data Protection Regulation (GDPR) which comes into force on 25 May 2018.

Our school's Record Retention Schedule can be found here:

[http://www.dronfield.derbyshire.sch.uk/site\\_content/unsecure/policies/parents/Retention%20Schedule%20for%20School%20Records.pdf](http://www.dronfield.derbyshire.sch.uk/site_content/unsecure/policies/parents/Retention%20Schedule%20for%20School%20Records.pdf)

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so. When you give your consent for your son or daughter's information to be held and/or shared for any purpose you can withdraw that consent at any time by contacting: [ccooper@dronfield.derbyshire.sch.uk](mailto:ccooper@dronfield.derbyshire.sch.uk)

You can also contact the person named above if you wish to:

- access any records we hold about your son or daughter
- have any information we hold about your son or daughter corrected
- have any information we hold about your son or daughter erased
- restrict how information we hold about your son or daughter can be used or shared
- object to information about your son or daughter being held
- have any information we hold about your son or daughter transferred to a third party
- challenge decisions relating to your son or daughter made using automated decision making and profiling

We are required, by law, to pass certain information about our students to our local authority (LA) and the Department for Education (DfE).

DfE may also share student level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) student level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.derbyshire.gov.uk/privacynotices> ; or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites, please contact:

For Derbyshire County Council:

Information Governance Officer  
 Children's Services Department, Derbyshire County Council  
 Room 361  
 County Hall  
 Matlock  
 Derbyshire  
 DE4 3AG  
 Email: [cs.dpandfoi@derbyshire.gov.uk](mailto:cs.dpandfoi@derbyshire.gov.uk)  
 Telephone: 01629 532011

For DfE:

Public Communications Unit,  
 Department for Education,  
 Sanctuary Buildings,  
 Great Smith Street,  
 London, SW1P 3BT  
 Website: [www.education.gov.uk](http://www.education.gov.uk)

Email: <http://www.education.gov.uk>

Telephone: 0370 000 2288

Should you have any concerns or complaints relating to your son or daughter about how we, as a school, obtain, use, store or share their personal data please contact:

Claire Burgin, Assistant Director of Resources

If however you are dissatisfied with our response to your concerns you can of course contact the:

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Website: <https://ico.org.uk/>

\* The Information Commissioners Office deals with concerns and complaints relating to data protection and freedom of information legislation.