Saffron Walden
County High School

Saffron Academy Trust

Audley End Road
Saffron Walden
CB11 4UH

Telephone: (01799) 513030
Fax: (01799) 513031
email: info@swchs.net
web: www.swchs.net

Headteacher:
Ms Caroline Derbyshire MA (Cantab)

Sixth Form Students Privacy Notice

Our commitment to you

The protection of personal privacy is important to SWCHS Sixth Form and any personal data you provide will be treated in accordance with current data protection legislation. SWCHS Sixth Form recognises its responsibilities to process and manage personal information in a fair and proper manner. Whenever you provide such personal information, we will treat that information in accordance with this notice, current legislation and our Data Protection Policy.

In order to study at SWCHS Sixth Form, or to become a member of staff, we will ask you to provide us with certain types of personal information about yourself. This notice explains what it is going to be used for including any third parties with whom your information will be shared. SWCHS Sixth Form is allowed to process personal data in order to perform its official function of providing sixth form education. In other circumstances, for example, with adult students and staff, we process data to fulfil a contractual relationship. We may also process information for other reasons, such as to comply with a legal obligation, in the legitimate interest of SWCHS Sixth Form or a third party, or your vital interests. We will ask for your consent before we use your personal information for any other reason; you have the right to withdraw this consent at any time.

Special categories of data, which are particularly sensitive, for example, ethnicity, gender, religion or belief, may be used by SWCHS Sixth Form to assist with monitoring compliance with the Equality Act 2010. Where you have a declared disability, learning need or health condition, SWCHS Sixth Form will use this information for appropriately supporting your studies or employment. This information will be anonymised when used to produce statistics for reporting on groups of individuals with similar characteristics.

We may also process personal information in other circumstances, for example, to give information to the alumni. Our processing includes the use of CCTV to maintain the security of the premises and for preventing and investigating suspected crime. We will hold your information for a reasonable period of time and no longer than is necessary and in accordance with Data Protection Retention periods. It is securely destroyed once the retention period has lapsed.

Sixth Form student data
We collect and use your personal information to enable us to support your teaching, learning and pastoral care at SWCHS Sixth Form. We are legally permitted to do this to enable us to provide Sixth Form education under the Further and Higher Education Act 1992 and in the exercise of our public interest task of providing education.

Collecting student information
Whilst the majority of the 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 information to us or if you have a choice in this and, where you have a choice, we will ask for your consent to process the information. A significant amount of the information that you provide to us will be supplied electronically, but you may also be asked to supply information in hard copy.

Your information will be used to:

- Carry out statistical analysis
- Ensure your health and safety
- Facilitate your progression to higher education and employment
- Help us comply with our legal obligations, for example, our duty under the Equality Act 2010
- Make decisions about whether to offer you a place at SWCHS Sixth Form
- Make reports to your parents/carers
- Make arrangements for your examinations
- Make reasonable adjustments in relation to identified learning needs
- Monitor and report on your progress
- Provide appropriate pastoral care
- Provide you with examination results and post results services
- Support your teaching and learning
- Verify your identity

We will seek your consent to use your photograph or video recordings for SWCHS Sixth Form marketing purposes and will only use these images where we have your consent. We will also ask for your consent if we wish to use any other personal details for marketing purposes or for keeping in touch with you after you leave SWCHS Sixth Form.

We may use video recordings of some of your lessons to support the professional development of staff at SWCHS Sixth Form, for which your consent is not required.

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

- Attendance information (such as lessons attended, number of absences and absence reasons)
- Characteristics (such as ethnicity, gender and first language)
- Destination data after leaving SWCHS Sixth Form
- Diagnostic assessment data
- Educational attainment (such as GCSE and A Level subjects, grades and scores, estimated grades and progress)
- Guidance meeting notes
- Parental contact information (such as name and contact details)
- Personal information (such as name and contact details, date of birth, visual image, unique learner number)
- References from your previous school

- Special circumstances where applicable (such as free school meals eligibility, Education Health and Care Plan, acting as translator for your family, caring responsibilities, learning needs, health details, disability, right of abode, child protection information)

Storing your information
We will store your data in accordance with our data retention periods, after which time it will be securely destroyed.

With whom do we share student information?
We share your information with:

- Cambridge Assessment for university tests, where applicable
- Essex Local Authority
- School staff and volunteers
- Department for Education
- Education and Skills Funding Agency
- Examining bodies and the Joint Council for Qualifications (JCQ)
- Iris connect
- Ofsted
- Parents/carers
- Previous school/Future schools
- The Learning Records Service, where relevant
- UCAS
- Essex Youth Services

Where relevant and required we share information relating to the safeguarding of your health and wellbeing with other agencies such as the Community Child and Adolescent Mental Health Services (CAMHS), medical professionals, youth offending workers, police and social services.

In some cases, normally at your request, we share information outside the European Economic Area. When we do this, we will make every effort to ensure appropriate safeguards are in place to protect your personal information.

We also provide information, at your request, to other organisations, for example, supplying references to prospective employers.

Who shares your information with us?
The Learning Records Service will give us your Unique Learner Number (ULN) and will give us details about your prior qualifications.

Your previous school supplies us with references, estimated GCSE or equivalent grades and in some cases information to aid your transition to Sixth Form or to support your learning needs. Where relevant, Child Protection files are passed on from your previous school to assist with your safeguarding.

Information about your learning needs may also be supplied to us by others including parents, educational psychologists and medical professionals.

Why we share information
We do not share information about you with anyone without consent unless it is required or permitted by law.

It is a statutory requirement that we share your information with the Education and Skills Funding Agency. This data sharing underpins funding decisions, the monitoring of participation in education and educational attainment, and informs national planning.

We share your information with the examination bodies for the purposes of examining and awarding qualifications including marking, issuing of examination results and providing access to post-results services and certificates.

We share your information with the Local Authority to enable them to monitor who is in education and training up to the age of 18.

We share your information with UCAS to manage and support your application to higher education.

SWCHS Sixth Form would normally share information in respect of academic progress, attendance and other matters concerning your education and pastoral care with parents/carers, although as a parent of a student in further education they are not automatically entitled to your information. This would normally be a parent/carer with whom you live and whom you have nominated as your primary contact.

Essex Youth Services

Once your child is aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England and enables them to provide youth support services and careers advisers. We must provide both the child's and parent's name(s) and address, and any further information relevant to the support services' role.

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child once they reach the age 16. Data is securely transferred to the youth support service via a secure file transferring system and is stored within local authority software. For more information about services for young people, please visit our local authority website.

Saffron Walden County High School will not give information about you to anyone outside of the school without your consent unless the law and rules allow us to. To Opt Out - If you wish to opt-out of this arrangement, please email office@swchs.net