



Manchester Hospital School

Privacy Notice (How we use pupil information)

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- images or videos (as consented to separately), such as during online lesson recordings, images for the school website, social media and displays.
- trips and activities
- school meal management

This list is not exhaustive, to access the current list of categories of information we process please refer to the contact details at the bottom of this notice.

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care

Manchester Hospital School

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Headteacher: Janet Doherty



- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

in relation to our agreement relating to your time as a pupil with us

- to comply with a legal obligation
- for legitimate interests (provided they don't override your interests)
- in other limited cases with your consent
- for the purposes of completion of the school level annual school census (SLASC) in accordance with the legal basis of data collection requirements placed on us by the Department for Education

In addition, concerning any special category data:

- in limited circumstances, with your explicit consent
- where it is necessary for healthcare purposes
- where it is needed in relation to legal claims
- where we need to protect your interests (or someone else's interests, such as a Young Person)
- where it is needed in the public interest

Collecting pupil information

We collect pupil information via referral forms on admittance to the school and via Common Transfer File (CTF) or other secure file transfer from the previous school they attended.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please refer to the contact details at the bottom of this notice.



Who we share pupil information with

We routinely share pupil information with:

- other schools and colleges, such as those that the pupils attend after leaving us
- our local authority, Manchester City Council
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- software used to manage the operation of the school (such as Arbor and G-Suite for Education)
- ICT staff
- exam related data may be shared with awarding bodies (e.g. AQA, Pearson Edexcel, WJEC/Eduqas) and the Joint Council for Qualifications (JCQ)
- hospital staff
- social workers
- police
- CAMHS
- school nurse
- occupational therapists
- physiotherapists
- audiologists
- music therapists
- careers advisors
- external tutors (such as those delivering Physical Education or Music lessons)
- companies delivering ad hoc programmes to our students, such as Power2 and Beewell
- Speech and Language Therapists
- Educational Psychologists
- Manchester United Foundation
- Those operating school transport (including Local Authority commissioned transport and taxi companies)

This data may be shared via one or more of the following methods:

- hard copy



- email
- secure extranet site(s) e.g. Egress, AQA Centre Services; Pearson Edexcel Online; WJEC Secure Website; JCQ Access Arrangements Online.
- Management Information System (MIS) provided by Arbor sending/receiving information via electronic data interchange (EDI) using A2C (<https://www.jcq.org.uk/about-a2c>) to/from awarding body processing systems.

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post-results/certificate information.

Why we regularly share pupil information

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

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via Assembly and is stored securely and held until the pupil turns 25.



Pupils aged 16+

We will also share certain information about pupils 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
- Data is securely transferred to the youth support service via Assembly and is stored securely and held until the pupil turns 25.

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

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) for the purpose of those data collections, under school-level annual school censuses (SLASC).

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents and pupils 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 admin@hospitalschool.manchester.sch.uk or write to us at Manchester Hospital School, Leo Kelly School, 77 Dickenson Road, Manchester M14 5AX, for the attention of the Data Protection Officer (DPO).

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing



- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **10th November 2023**. **This was approved by our Full Governing Body on 22nd November 2023.**

Contact

If you would like to discuss anything in this privacy notice, please contact: Blaine Emmett b.emmett@hospitalschool.manchester.sch.uk or 0161 509 2368, Assistant School Business Manager (Leo Kelly School, 77 Dickenson Road, Manchester M14 5AZ) or our Data Protection Officer at schools.dpo@manchester.gov.uk or 0161 600 7993, Manchester City Council, Audit and Risk, PO Box 532, Town Hall, Manchester M60 2LA.



How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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>.

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies



- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

