

## **Fair Processing Notice for Data Protection**

### **The Headteacher, in the name of Queen Elizabeth II High School as Data Controller**

The Headteacher, in the name of the Queen Elizabeth II High School, is a data controller for the purposes of the Data Protection Act 2002/General Data Protection Regulation (Isle of Man) Order 2018. Miss Moore can be contacted at the school address or via email through [QE2enquiries@sch.im](mailto:QE2enquiries@sch.im)

The Data Protection Officer for the Department of Education, Sport and Culture is: Andrew Shipley, Department of Education, Sport and Culture, Hamilton House, Douglas. IM1 5EZ. Tel 01624 685828. Email: DPO-DESC@gov.im.

There are various reasons for which we need to collect data about you and your child when a student at the school. These are set out below. The school will use the information within the data protection legislation.

The following information will be required and held for the time the child is a student of the school and, in compliance with public record keeping, some will be kept on record for longer:

- (1) full legal name and where known, any former name or names;
- (2) gender;
- (3) date of birth;
- (4) unique pupil number;
- (5) ethnic group and by whom that information was provided;
- (6) first language;
- (7) date of admission to the school;
- (8) year group;
- (9) the address and postcode of the pupil's usual residence and any other properties at which the pupil is also known to reside on occasion;
- (10) the name and address of every person known to the school to be a parent of the pupil and at least one emergency contact telephone number;
- (11) the name and address of any other schools the pupil is known to have attended, if any, and in the case of guest registration, any other schools at which the pupil is registered;
- (12) full-time or part-time;
- (13) day pupil or boarder;
- (14) date of leaving the school;
- (15) usual mode of transport to and from school;
- (16) for any pupil who is known to the head teacher to be or to have been looked after by an appropriate organisation, the name of that organisation;
- (17) (where applicable) that the pupil has been found eligible for free school meals;
- (18) Attendance;
- (19) Medical information for the vital interests of children where appropriate;
- (20) Educational psychologists reports and supporting documents;
- (21) Academic achievements;

- (22) Skills and abilities;
- (23) Educational progress;
- (24) Special educational needs information;
- (25) Suspension information
- (26) Information about rewards and sanctions;
- (27) Course information

## **How we will use the information we collect about you**

The Queen Elizabeth II High School may use your information to:

- register your child at the school;
- record attendance information;
- produce an educational record containing:
  - Information about your child including a behaviour record
  - Personal education plans
  - Educational psychologist's reports and accompanying documents where relevant;
- produce a curricular record containing:
  - Academic and other achievements;
  - Skills and abilities; and
  - Educational progress;
- produce a record of special educational needs and special needs provision, if appropriate detailing:
  - The type of special need;
  - A ranking of the special needs if there is more than one;
  - The special needs provision being made; and
  - Whether teaching is in a special education needs unit or elsewhere;
- record details of suspensions and other sanctions;
- produce a record of the studies undertaken;
- enter your child for external qualifications;
- help prevent and detect crime;
- provide a confidential reference for university or employer if named by the student as a referee.

The School has a statutory obligation to check and verify the data you provide to us on registration documents and on consent forms. This may include checks of publicly available information but in some cases, where it is necessary and relevant, the information you provide may be disclosed or shared with other organisations.

Failure to provide information may impact on support in school, the quality of teaching and learning and in achievement in examinations.

## **Protecting your information**

The Queen Elizabeth II High School will:

- keep your information safe and secure in compliance with legislation;
- only use and disclose your information as detailed above, where necessary
- Retain the information for no longer than is necessary and in line with legislation and retention periods in line with our Records Management Policy

## **Your rights**

- You have a right to access your personal data to ensure that it is accurate, and to request that it is rectified, blocked, erased or destroyed if it is inaccurate.

- To make any request relating to your data held by us, please contact the Data Protection Officer for the Department of Education, Sport and Culture who is: Andrew Shipley, DPO. Hamilton House, Peel Road. Douglas. IM1 5EZ. Tel 685828. Email DPO-DESC@gov.im
- If you are not satisfied with the response you receive, you may also complain to the Information Commissioner, whose details can be found on [www.inforights.im](http://www.inforights.im), or the relevant supervisory authority. You may have a right to other remedies.

## How we will share the information we collect about you

Third parties we may share your data with include, for example:

- [Department of Education, Sport and Culture](#)
- [Department of Health and Social Care](#)
- Examination boards and Awarding bodies eg [Cambridge Assessment International Education, Scottish Qualifications Authority, WJEC, Pearson etc](#)
- [SIMS](#)
- [Parentpay](#)
- law enforcement agencies
- fraud prevention agencies
- universities/employers as part of a reference on request
- media for publication of results and awards

App / Service	Data shared	Server location	Basis for sharing information	Retention period
DESC	Attendance information	IOM	Carried out in the public interest / exercise of official authority vested in the controller	As needed if attendance falls below 80%
DESC	Exam information – anonymised so no person identified by DESC	IOM	Carried out in the public interest / exercise of official authority vested in the controller	Public record of aggregated results
DESC - careers	Name, contact details, year group	IOM	Carried out in the public interest / exercise of official authority vested in the controller	August after leaving school
DESC – destinations data	Name, Year group, DOB, course/job moved to	IOM	Carried out in the public interest / exercise of official authority vested in the controller	January after leaving school
Subject collaboration between schools	Name, DOB, teacher names, timetables, attendance, attainment and effort grades	IOM	Carried out in the public interest / exercise of official authority vested in the controller	DOB + 25 years unless subject to legal action
UCM courses – examination results	Name, UPN, Examination results for courses undertaken at UCM	EEA	Carried out in the public interest / exercise of official authority vested in the controller	DOB + 25 years

DHSC – to receive information about HPV	Girls name, DOB, contact data	IOM	Carried out in the public interest / exercise of official authority vested in the controller.  Vital interests of the data subject	August after information sent.
DHSC	Dental survey	IOM	Consent	August after the information supplied
DHSC CAMHS	Name DOB, contact details, attendance data	IOM	Consent	DOB + 25 years
DHSC – Child protection cases	Name, DOB, contact details, attendance data, pupil record, incident and accident reports, communications between school and parent.	IOM	Vital interests of the data subject	Deleted in line with safeguarding legislation.
Youth Justice	Names, addresses, attendance, timetable	IOM	Legal	As determined by legal proceedings.
Motiv8 (Alcohol Advisory Service)	Name, DOB, contact details, attendance data	EEA	Consent	August after reaching 16 or until consent withdrawn.
Parentpay	Names, Contact details.	EEA	Carried out in the public interest / exercise of official authority vested in the controller	Until account closed by parent.
Examination Boards	Name, DOB, Subject information, Examination results	EEA	Carried out in the public interest / exercise of official authority vested in the controller.	DOB + 25 years (to be confirmed by exam boards)
References	Name, contact details, attainment, effort, exam results, comments as requested	IOM	Consent.	DOB + 25 years
Examination Results	Name, number of examinations A*-G, or particular achievements	N/A	Consent	DOB + 25 years

## **Transfer of Information outside the EEA**

Apps and services that are used in school may require data to be stored on servers outside of the EEA. Information sent to these will be limited and are used for teaching and learning.

## **More Information**

You can find out more information including:

- Looking at the Isle of Man Government Privacy Policy here <https://www.gov.im/about-this-site/terms-and-conditions/privacy-policy/> [Accessed 16/1/18]
- Contacting our Data Protection Officer who is: Andrew Shipley, DPO. Hamilton House, Peel Road. Douglas. IM1 5EZ. Tel 685828. Email DPO-DESC@gov.im