

<b>Data Protection – Privacy Notice for Students</b>	
Last updated:	September 2023
Date of next review:	September 2026
Member of staff responsible for the policy:	Beth Warren
Dissemination of the policy:	All students, Management Committee, website

Gloucestershire Hospital Education Service (GHES) provides education for all pupils (generally aged 4-16) who are unable to attend school for medical reasons.

We do this through our Gloucestershire Royal Hospital (GRH) Schoolroom and our Outpatient Team. GHES also provides support and education to school-aged parents and pregnant schoolgirls.

In the majority of cases GHES is working in partnership with the pupil's registered school.

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

- Personal information (such as name, unique pupil 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)
- Behaviour and attainment information (to monitor the progress and engagement of pupils)
- Medical Information (to keep individuals safe and plan for their needs)

**Why we collect and use this information**

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

**The lawful basis on which we use this information**

Gloucestershire Hospital Education Service holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA, NHS clinicians and the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

- Keeping Children Safe in Education (2023)
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

### **Collecting pupil information**

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

### **Storing pupil data**

Pupil data is held securely by the school. For an overview of data retention please consult the Gloucestershire County Council Retention Schedule

### **Who we share pupil information with**

We routinely share pupil information with:

- schools with which pupils are dual registered.
- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS clinicians involved with the pupil

### **Why we 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.

We share pupils' 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 pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (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>.

### **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 the Data Protection Officer, details at the end of this notice.

### **Your rights**

#### **Access to your information:**

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please visit our website using the link below:

<http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/requesting-access-to-your-personal-information/>

#### **Correction of inaccurate information:**

You have the right to request that the council correct information that you believe is inaccurate or incomplete. You may not always be able to change the information. However, we will correct factual inaccuracies and may include your comments in the records.

#### **The right to be forgotten (erasure):**

You have the right to request that the council delete your information when there is no compelling reason for us to continue using it. Please be aware that in certain situations we are still allowed to keep and use your information, even when you request that it should be erased.

#### **The right to object:**

You have the right to object to us using your information if you feel we have used it outside the remit of our public tasks or when you have received marketing from us. Please be aware that in certain situations we are allowed to still use your information if there are compelling legitimate grounds to do so.

If you have any questions about this Privacy Notice or how to use any of your information rights, please contact the Council's **Information Management Service**:

Email: [dpo@gloucestershire.gov.uk](mailto:dpo@gloucestershire.gov.uk)

The Data Protection Officer  
Information Management Service  
Shire Hall  
Westgate Street  
Gloucester GL1 2TG

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/>

