



# UNIVERSITY OF LIVERPOOL MATHS SCHOOL

## Privacy Notice for Students

**This explains how we use information collected about our students including those on roll, those engaged in our outreach programme, applicants and ex-students.**

University of Liverpool Mathematics School is responsible for controlling and processing your data if you are a student, ex-student or applicant to the school.

### **The categories of student 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 and our notes on safeguarding concerns)
- special educational needs (including the needs)
- medical and administration (such as doctor's 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 GCSE results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- eligibility for financial assistance and records of evidence you have provided in relation to this
- other information you provide to us on the understanding that we will retain it in our database to help us to meet your needs
- recordings of online lessons

This list is not exhaustive, to access the current list of categories of information we process please request a copy of our records retention schedule.

### **Why we collect and use student information**

The personal data collected is essential for the school to fulfil its official functions and meet legal requirements.

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

- a) to support student learning
- b) to monitor and report on student attainment progress
- c) to provide appropriate pastoral care
- 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 by the Department for Education
- g) to monitor the effectiveness of our outreach programme and report outline statistics about this to those who fund it (this does not require the sharing of personal information)

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

- Our legal obligation to collect and process information about you in order to meet our statutory obligations as a school ([GDPR Article 6 paragraph 1\(c\)](#))
- Our legal obligation to provide some information about our students to the government and Local Authority ([GDPR Article 6 paragraph 1\(c\)](#))
- Our legitimate interests in using your data to meet the purposes a) to f) above ([GDPR Article 6 paragraph 1\(f\)](#))

In the case of special categories of personal data (specifically: ethnicity and religious belief) we process these in order to monitor whether we are meeting our equal opportunity objectives, plan for the provision we make and to meet our statutory obligations for providing census data to the government. We process on the basis of [GDPR Article 9 Paragraph 2\(d\),\(g\) and \(j\)](#).

We retain recordings of online lessons for the purposes of quality assurance, safeguarding and professional development. For most lessons these recordings do not include video, photographic or audio recordings of students, but only of staff members. These are often shared with other students for review purposes.

In the case of Axiom Maths (previously MESME) Mathematical Circles the recordings do contain some student video or audio contributions. These recordings are not shared with other students. They may be used in an anonymised, securely stored and edited form for staff development purposes to support the training of Axiom Maths tutors working in this and other centres, but will always be carefully controlled, as follows:

- Short extracts of lessons will be used and MESME will cover any student-identifying markers like full names, faces, uniforms by blurring out this information
- Mentors will be made aware of the intended use of these videos and sharing permissions
- Full lesson recordings (the videos before the snipping and blurring of student information) on internal MESME servers will be accessible only to internal MESME staff and stored within encrypted folders
- Videos will not be used for other purposes than quality assurance and staff training.

## Collecting student information

We collect student information via student's application forms and through CTF files from their previous school. Student information is added to on a daily basis as registers are taken, assessments recorded and changes made at the request of students and their parents.

Student data is essential for the schools' operational use. Whilst the majority of student information you provide to us is mandatory, some of it is 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 information to us or if you have a choice in this and we will tell you what you need

to do if you do not want to share this information with us.

## Storing student data

We hold student 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 request a copy of our records retention schedule

## Who we share student information with

We routinely share student information with:

- any school or college that one of our students moves to before completing their 16-18 education
- local authorities
- youth support services including providers of careers advice
- the Department for Education (DfE)
- The Sixth Form Colleges Association (in anonymised form for equal opportunities analysis)

We share student information in order to meet our statutory obligations and enable our students to access necessary services.

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

## Youth support services

We will also share certain information about students (who are all 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

A student can request that we limit the data passed to their local authority or provider of youth support services by speaking to the DPO or their pastoral tutor. All data is transported and stored securely in line with national guidance and statutory obligations.

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 students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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.

## Local Authorities

We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

## Requesting access to your personal data

Under GDPR, parents and students 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 [dpo@liverpoolmathsschool.org](mailto:dpo@liverpoolmathsschool.org)

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance

If you are worried about raising a concern with the school itself then you can contact the 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.

## Health Assured Student Assistance Programme

The Health Assured support line is a separate service offered to students of University of Liverpool Maths School. Health Assured provides a confidential service and the information you discuss with their helpline support workers is not routinely provided to the school unless your health, wellbeing or welfare is judged to be at imminent risk. In these circumstances and where the support worker thinks you need additional support they will seek your consent to share your name and information about their concerns with the safeguarding team at ULMaS so that they can provide you with further help. In some circumstances where you are not able to provide consent or where you refuse consent, Health Assured may still decide to share relevant information with ULMaS where it is necessary to protect your or another person's vital interests. This approach is consistent with the approach that ULMaS makes clear to students through the student handbook and the pastoral programme.

## 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 **13 Feb 2024**

## Contact

If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer, [dpo@liverpoolmathsschool.org](mailto:dpo@liverpoolmathsschool.org)

## How Government uses your data

The student 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
- 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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

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>