PRIVACY NOTICE – Students

Executive Head:	**D Nearney**
Chair of Governing Board:	**D Hughes**
Policy reviewed by:	**R Pieterse**
Date Reviewed:	**Autumn 2025**
Ratified by:	**Management Committee**
Date:	**02/10/2025**
Frequency of review:	**Annual**
Date for next review:	**Autumn 2026**
This policy follows the model guidance from the latest Herts for Learning Education "Privacy Notice – Students'.	

Document Control/ Review Sheet

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
001	NEW – NHF Privacy Notice	19/09/2025

What is this Privacy Notice for?

The Stevenage Education Support Centre (SESC) and the North Herts Education Support Centre (NHESC) as a data controller, are committed to protecting the privacy and security of personal information. We collect a lot of data and information about our students so that both Centres can run effectively.

This privacy notice explains how and why we collect students' data, what we do with it, who we share it with and what rights parents and pupils have in accordance with the UK General Data Protection Regulation (UK GDPR).

It is important that you read this privacy notice together with our detailed pupil privacy notice which contains more detailed information about our data processing and can be accessed here: 11.-NHF-Data-Protection-Policy.pdf

Why do we collect and use pupil information?

We have a legal obligation to submit pupil data to the Department for Education (DfE) and the Local Authority as well as other regulatory bodies.

We also use student data to support our function of running both Centres and for safeguarding purposes.

Where we collect data not covered by these reasons, e.g. for publishing photos on our website, we will ask for your consent. This consent can be withdrawn at any time.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to: https://www.gov.uk/education/data-collection-and-censuses-for-schools

What student information do we collect, hold and share?

This is a wide range of information from name, date of birth, ethnicity etc. to attendance, assessment, medical and safeguarding information.

How long do we keep the information?

We hold pupil data securely for specific periods, as recommended by both national and local guidelines. Certain types of data may be held for longer, e.g. safeguarding.

Who do we share student information with?

We may share pupil information with the DfE, the Local Authority, and other bodies and organisations. We do not share information about pupils with anyone without consent unless the law or our policies allow us to do so. When we share personal data, we will provide the minimum amount necessary to fulfil the purpose for which it is required.

In certain circumstances, we may transfer, store and process your personal data outside the UK or European Economic Area.

How can you request access to the pupil information we hold?
Parents and/or students have the right to request access to student information that we hold via a Subject Access Request (SAR). To make a request for your or your child's personal data, contact our Data Protection Lead: **SESC**: 01438 369119 or dpo@stevenage-esc.herts.sch.uk. **NHESC**: 01462 487207 or DPO-NHESC@nhf.school The legal timescales for the Centre to respond to a Subject Access Request is one calendar month. As the school has limited staff resources outside of term time, we encourage parents / students to submit Subject Access Requests during term time and to avoid sending a request during periods when the school is closed or is about to close for the holidays, if possible. This will assist us in responding to your request as promptly and fully as possible. For further information about how we handle Subject Access Requests, please see our SAR Policy.
For more information about Data Protection Regulations and your rights see:
https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/
If you have a concern about the way we are collecting or using your personal data, please raise with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/
If you would like to discuss anything in this privacy notice, please contact:
SESC: 01438 369119 or dpo@stevenage-esc.herts.sch.uk. **NHESC**: 01462 487207 or DPO-NHESC@nhf.school Our GDPR/Data Protection policy can be found here: 11.-NHF-Data-Protection-Policy.pdf