

Queensferry High School Website Privacy Policy

queensferryhigh.co.uk and queensferryhs.co.uk respects the privacy of its visitors. If you have any questions about the operation of our website, please use the contact us section of this website to get in touch.

Our website only collects names, email addresses, and other personal information from visitors when submitted voluntarily by email or other direct communication. This data is used solely by queensferryhigh.co.uk and queensferryhs.co.uk and is not shared, traded, or sold to third parties. This data is bound by GDPR and is only used for the purpose clearly stated, such as to help us respond to your enquiry. Data will not be retained beyond this requirement.

Our website does not use cookies or session data to identify visitors or track movements. Any cookies stored on your computer are used for basic website functionality.

Users can request their personal information by sending an email using the contact us section of this website.

Users can request to be opted out of any mass email communication by sending an email using the contact us section of this website.

Our web-server records IP addresses from all visitors to our site. An IP address is a number that is automatically assigned to your computer when you use the Internet. We use IP addresses to help diagnose problems with our server, to administer our site, to analyze trends, and to gather broad demographic information—all for the purpose of continually improving our website. IP addresses are not linked to personally identifiable information except where you submit this voluntarily, and their collection is standard procedure in most web-server environments.

Our website contains links to other websites. Please note that when you click on one of these links, you are entering another website, for which queensferryhigh.co.uk and queensferryhs.co.uk is not responsible.

By using queensferryhigh.co.uk or queensferryhs.co.uk, you signify your agreement to our privacy policy as stated above. Note that this policy may be revised periodically without notice. Please re-read this policy prior to submitting any personal information if you have concerns about how your information is being collected and used.

Information about how we manage pupil data in school

Queensferry HS has a legal responsibility to deliver an effective educational programme to its pupils. In order to do this, we need to collect personal data about our pupils and their families so that we can help them learn, and keep them safe. The type of personal data we will collect include:

Data about our pupils/children and their families

This will include the name, address and contact details of the pupil and relevant family members. It will also include information about relevant medical conditions, any additional supports which are needed, and their family situation. We need this information to ensure we know our pupils and their families, and to ensure we are able to educate them appropriately, and keep them safe.

We will also collect personal data relating to personal characteristics, such as ethnic group to enable statistics to be reported. We need this information so the Council can ensure it is delivering education appropriately to all its citizens.

Data about pupils at school

This will include data about progress, assessments, and exam results. It will also include records of attendance, absence, and any exclusions. We need this information to understand how our pupils are progressing, and to assess how we can help them to achieve their best.

Data about when and where they go after they leave us

This will include information about their next setting/school, career paths or intended destinations. We need this information to ensure we support our pupils in all their transitions and do all that we can to help their future be a success.

There will be times where we also receive information about them from other organisations, such as a pupils' previous school, the previous local authority where that school or ELC setting was based, NHS Lothian, Police Scotland, Social work, Additional Support Services, and sometimes other organisations or groups connected to a pupil's education. We use this data similarly to the above: to support our pupils' learning, monitor and report on their progress, provide appropriate pastoral care; and assess the quality of our services. When we collect and use personal data within school, and for the reasons detailed above, we will normally be acting in accordance with our public task. Occasionally we are also required to process personal data because the law requires us to do so, or because it is necessary to protect someone's life.

We will also take photographs in school and display them on our walls, and in newsletters and other communications. We do this in order to celebrate and share what we have done, including individual achievements and successes. We consider this use of images to be part of our public task as it helps us build an effective community which supports learning. We will not, however, publish these photographs on social media or in newspapers without permission. Consent for this use will be sought when a pupil joins Queensferry HS and will be kept on record while they are with us. Consent can be withdrawn at any time, please just let us know.

Sometimes we need to share pupil information with other organisations. We are required, by law, to pass certain information about our pupils to the Scottish Government and the Council. This data is for statistical purposes, and will normally be anonymised. It is normally required to enable the Council, and the Government, to understand how education is being delivered and to help them plan for future provision. If a pupil moves schools, we have a legal obligation to pass on information to their new school/education authority about their education at Queensferry HS. When we record and use personal data, we will only collect and use what we need. We will keep it securely, and it will only be accessed by those that need to. We will not keep personal data for longer than is necessary and follow the Council's Record Retention Schedule and archival procedures when records are identified to be of historical value and require to be retained in the Edinburgh City Archives. For more information on how the Council uses personal data, and to know more about your information rights including who to contact if you have a concern, see the City Of Edinburgh's Privacy Notice.

Sharing personal data to support Wellbeing

In addition to the above, Queensferry HS has a legal duty to promote, support and safeguard the wellbeing of children in our care.

Wellbeing concerns can cover a range of issues depending on the needs of the child. Staff are trained to identify when children and families can be supported and records are kept when it is

thought that a child could benefit from help available in the school setting, community or another professional. You can expect that we will tell you if we are concerned about your child's wellbeing, and talk to you about what supports might help in the circumstances. Supports are optional and you will not be required to take them up. If it would be helpful to share information with someone else, we will discuss this with you and seek your consent before we share it so that you know what is happening and why. The only time we will not seek consent to share information with another organisation is if we believe that a child may be at risk of harm. In these situations, we have a duty to protect children, which means we do not need consent. On these occasions, we will normally tell you that information is being shared, with whom, and why – unless we believe that doing so may put the child at risk of harm. We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.