



ANGLO EUROPEAN SCHOOL

Publishing students' coursework

We may wish to celebrate the achievements of pupils and promote the School through publishing of coursework. When this is the case we will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. As we are relying on your consent you can withdraw consent at any time by contacting the school. Every effort will be made to delete the coursework, but please note that where consent has been provided for the publication, the school may not be able to locate and delete the coursework on request, although reasonable steps will be taken to do so.

Where consent has been provided for the use of coursework, and the pupil has left the school, we will rely on legitimate interests as our legal basis when retaining coursework for promotional purposes (Appendix A)

The personal information likely to be used in this activity is:

- Student Name
- School Year
- Coursework

The school is the Data Controller for this information. The information might be shared with:

Other students

- Social Media applications
- School website providers

No coursework is routinely available outside of the UK. However, where it is used on used on social media, in publications, or on our website we cannot restrict the access to the UK.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.

LEGITIMATE INTERESTS ASSESSMENT

Part 1: Purpose test

You need to assess whether there is a legitimate interest behind the processing.

- Why do you want to process the data?
- What benefit do you expect to get from the processing?
- Do any third parties benefit from the processing?
- Are there any wider public benefits to the processing?
- How important are the benefits that you have identified?
- What would the impact be if you couldn't go ahead with the processing?
- Are you complying with any specific data protection rules that apply to your processing (eg profiling requirements or e-privacy legislation)?
- Are you complying with other relevant laws?
- Are you complying with industry guidelines or codes of practice?
- Are there any other ethical issues with the processing?

With consent we may share or publish **coursework of pupils**. The coursework may be shared for the purposes of:

- Celebrating the success of pupils
- Contributing to wider studies on the same topic
- Promoting the student
- Promoting the school
- Sharing learning within the school

It is important for pupils to celebrate their successes and potentially enhance their future opportunities in education or employment; and contribute to wider studies of the subject matter.

Not undertaking these activities would likely result in:

- Reduced capability to recognise and celebrate pupil/school success with the wider Community
- Reduced creation and retention of records of historical interest
- Reduced ability to engage with wider studies on similar topics
- Reduced ability to promote the school and what it can offer

While the pupil remains at the school consent can be withdrawn at any time by notifying the school. Whilst every effort is made to remove coursework from digital platforms, this is not always possible if the coursework has been uploaded to a website and subsequently downloaded, shared on social media or used in a publication which has been distributed. This is made clear in the consent form and in our privacy notices assuring our compliance with data protection legislation.

It is only in the circumstance where a pupil has left the school, and coursework is still in circulation that we may rely on our legitimate interest in the use of the coursework. This is made clear in our privacy notices. For example, if a pupil in their last year of attendance at a school has their coursework used as part of a lesson for other students, and this is likely to be repeated for at

least the next few years.

Coursework is not routinely stored outside of the UK, however in the case of coursework uploaded to the web or social media, we are not able to restrict access to the UK only.

Part 2: Necessity test

You need to assess whether the processing is necessary for the purpose you have identified.

- Will this processing actually help you achieve your purpose?
- Is the processing proportionate to that purpose?
- Can you achieve the same purpose without the processing?
- Can you achieve the same purpose by processing less data, or by processing the data in another more obvious or less intrusive way?

This process is consensual whilst the pupil is in attendance at the school. Legitimate Interests is only relied on in cases where the coursework is still being used and the pupil is no longer at the school, where it cannot be guaranteed that consent can be easily withdrawn.

The coursework enables us to promote pupil success, the school, and contribute to other studies.

It is not always possible to achieve these aims without using the coursework, however where it is possible that alternative method would be used.

Part 3: Balancing test

You need to consider the impact on individuals' interests and rights and freedoms and assess whether this overrides your legitimate interests.

First, use the [DPIA screening checklist](#). If you hit any of the triggers on that checklist you need to conduct a DPIA instead to assess risks in more detail.

Nature of the personal data

- Is it special category data or criminal offence data?
- Is it data which people are likely to consider particularly 'private'?
- Are you processing children's data or data relating to other vulnerable people?
- Is the data about people in their personal or professional capacity?

The data does not fall within the special categories of personal data as defined by data protection law. The data is not considered to be private.

We are processing child data with the consent of the pupil.

Reasonable expectations

- Do you have an existing relationship with the individual?
- What's the nature of the relationship and how have you used data in the past?
- Did you collect the data directly from the individual? What did you tell them at the time?
- If you obtained the data from a third party, what did they tell the individuals about reuse by third parties for other purposes and does this cover you?
- How long ago did you collect the data? Are there any changes in technology or context since then that would affect expectations?
- Is your intended purpose and method widely understood?
- Are you intending to do anything new or innovative?
- Do you have any evidence about expectations – eg from market research, focus groups or other forms of consultation?
- Are there any other factors in the particular circumstances that mean they would or would not expect the processing?

There is a clear existing relationship between the school and its pupils. The use of coursework is based on consent, and Legitimate Interests is only relied on where we no longer have contact with the pupil. There is a consent form which explains why we may wish to use the coursework, and our privacy notices explain its use and the rights they have in relation to that use. No further use of the coursework is expected other than stated, and any other uses would be subject to the consent of the pupil.

Likely impact

- What are the possible impacts of the processing on people?
- Will individuals lose any control over the use of their personal data?
- What is the likelihood and severity of any potential impact?
- Are some people likely to object to the processing or find it intrusive?
- Would you be happy to explain the processing to individuals?
- Can you adopt any safeguards to minimise the impact?

As the initial use was based on consent there are few impacts on retaining the coursework under our Legitimate Interests as the data was provided by the data subject with full understanding of how the coursework was to be used and retained.

Can you offer individuals an opt-out?	No
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Making the decision

This is where you use your answers to Parts 1, 2 and 3 to decide whether or not you can apply the legitimate interests basis.

Can you rely on legitimate interests for this processing?	Yes
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Do you have any comments to justify your answer? (optional)

This processing is unlikely to have any negative impact on individuals as the data was collected with consent and with full understanding of how the data would be used. Whilst the pupil attends the school consent can be withdrawn, however for pupils no longer at the school, who can no longer be easily contacted, it is necessary to rely on legitimate interests.

The coursework would not say anything negative or have any detrimental effect on the pupil.

LIA completed by	Lauri Almond - DPO
Date	01 December 2019

What's next?