



Privacy Notice for Parents and Students

Personal data that we may collect, use, store and share (when appropriate) about pupils and parents includes but is not restricted to:

- Personal information such as name, pupil number, date of birth, gender, contact information, identification documents
- Emergency contact and family information such as names, relationship, phone numbers, email addresses
- Characteristics such as looked after children status, asylum status, language, nationality, country of birth, free school meal eligibility, pupil premium eligibility
- Attendance details such as sessions attended, number of absences and reasons for absence
- Exclusion information
- Financial details such as dinner money records, trip contributions, pupil premium records, SEND provision maps and high needs funding
- Attainment and assessment information
- Behavioural information such as positive behaviour plans, behaviour data
- Special educational needs information such as education health care plans (EHCP), educational psychologist reports
- Safeguarding data such as cause for concern records, accident and incident records, personal emergency evacuation plans, risk assessments, eating and drinking protocols, external support information

Special categories of personal data including:

- Medical information such as care plans, intimate care plans, medical history, administration of medical records, medical protocols, dietary requirements
- Religion and ethnicity
- Images of pupils pertinent to medical, safeguarding and curricular information
- Information about the use of IT, communications and other systems and other monitoring information

We may also hold data about pupils that we have received from other organisations including other schools, local authorities, the Department for Education, health and social care providers.

How we use your personal information:

We hold pupil data and use it to:

- Inform pupil selection
- Monitor and report on pupil's progress
- Inform decisions such as the funding of schools
- Assess performance and to set targets for schools

- Safeguard pupils' welfare
- Provide appropriate pastoral and medical care
- Support teaching and learning
- Manage internal policy and procedure
- Carry out research
- Enable pupils to take part in assessments and record pupil achievements
- Carry out statistical analysis for diversity and provision planning purposes
- Comply with legal and regulatory purposes e.g. child protection, diversity, monitoring and health and safety
- Comply with legal obligations and duties of care
- Enable relevant authorities to monitor the school's performance
- Monitor the use of the school's IT and communication systems in accordance with the school's E-safety policy
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice
- Comply with the law regarding data sharing
- To provide support to pupils after they leave school

Our legal basis for using this data

Please note that we may process information without knowledge or consent, where this is required or permitted by law. Where we have obtained consent to use pupil's personal data, this consent can be withdrawn at any time, we will make this clear when we ask for consent and explain how consent can be withdrawn.

Sharing Data

We may need to share personal data with third parties where it is necessary. There are strict controls on who can see personal information. We will not share pupil data if consent is not given unless the sharing of data ensures pupils stay safe and healthy or we are legally required to do so.

We share pupil information with:

- The Department for Education (DfE) – on a statutory basis under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Ofsted
- Other schools that pupils have/will attend
- NHS
- Welfare services such as Social Care
- Law enforcement officials
- Local Authority Designated Officer
- Professional Advisors such as Lawyers and Consultants

- Support Services (including insurance IT support, information security) to enable them to provide the service we have contracted them for,
- The Local Authority

Information will be provided to those agencies securely or anonymised where possible. The recipient of the information will be bound by confidentiality obligations. We require them to respect the security of your data and to treat it in accordance with the law.