



# 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, ID
- Emergency contact and family information
- Characteristics such as looked after children status, asylum status, language, nationality, country of birth, free school meal eligibility, pupil premium eligibility
- Attendance information
- 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
- Safeguarding data
- Photographs
- CCTV Images captured in school

**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:

- Administer admissions waiting list
- Contact Parent/Carers to support their child
- Monitor and report on pupil's progress
- Assess performance and to set targets for schools
- Protect pupils' welfare
- Provide appropriate pastoral and medical care
- Support teaching and learning

- Carry out research
- Comply with legal and regulatory purposes e.g. child protection, diversity, monitoring and health and safety
- Comply with legal obligations and duties of care
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice
- Comply with the law regarding data sharing

### **Our legal basis for using this data**

We only collect and use pupils' and parent/carer personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' 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.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. We aim to keep your data safe and secure and ensure that anyone we share your information with also meets our data security requirements. Our record retention schedule sets out how long we keep information about pupils. This has been produced in line with the Information and Records Management Society's toolkit for schools.

### **Sharing Data**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *Other local authorities – to share information if you move out of the area.*
- *The Department for Education – for statutory data returns*

- *The pupil's family and representatives – in order to confirm attendance/registration at school and query or check the accuracy of data*
- *Educators and examining bodies – to support pupil learning and assessment*
- *Our regulator - Ofsted*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Survey and Research Organisations – Where they have a data sharing agreement with the school*
- *Our auditors - to assist them discharging their legal duties*
- *Health authorities - to assist them discharging their legal duties*
- *Professional advisers and consultants – were they are supporting school improvement*
- *Police forces, courts, tribunals – to assist them discharging their legal duties*

### **Parents and pupils' rights regarding personal data**

Parents/carers have a legal right to access their child's '**educational record**'. Individuals also have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form