



Ken Stimpson Community School

**Privacy Notice for Parents & Carers**

Last Reviewed:- May 2018

## Policy Cover Sheet

Document Name:	Privacy Notice for Parents & Carers of their rights & obligations under the GDPR Directive
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## 1. Introduction

**1.1** - Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

**1.2** - This privacy notice explains how we collect, store and use personal data about **pupils**.

**1.3** - We, Ken Stimpson Community School, are the 'data controller' for the purposes of data protection law.

## 2. What is Personal Information?

**2.1** - Personal Information is Information that can be used to identify you as an individual.

## 3. Categories of data collected

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

**3.2** - We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## 4. Why we collect and use this information

**4.1** - We use this data to help run the school, including to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research

- Comply with the law regarding data sharing

## 5. The lawful basis on which we use this information

**5.1** - We only collect and use pupils' 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

**5.2** - 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)

## 6. Collecting this Information

**6.1** - While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

**6.2** - Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## 7. Storing pupil data

**7.1** - 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 to comply with our legal obligations

## 8. Who we share Pupil information with

**8.1** - Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about pupils with third parties. For a list of these third parties & what data we share, please see our website policies page.

**8.2** - If it is not legally required, or covered under another reason allowed under data protection law we do not share personal information with anyone outside the school without express consent.

## 9. National Pupil Database

**9.1** - We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

**9.2** - Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

**9.3** - The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

**9.4** - The Department for Education may share information from the NPD with other organisations which promote children’s education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

**9.5** - For more information, see the Department’s webpage on [how it collects and shares research data](#).

**9.6** - You can also [contact the Department for Education](#) with any further questions about the NPD.

## 10. Youth Support Services

**10.1** - Once our pupils reach the age of 13, we are legally required to pass on certain information about them to the local authority, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

**10.2** - This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

**10.3** - Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual’s name, address and date of birth to local authority

## 11. Transferring data internationally

**11.1** - Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## 12. Parents and Pupils’ rights regarding personal data

**12.1** - Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that the school holds about them.

**12.2** - 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.

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

**12.4** - 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

**12.5** - Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

**12.6** - If you would like to make a request, please contact our data protection officer.

**12.7** - Parents/carers also have a legal right to access to their child's educational record. To request access, please contact the Principal

### Your other rights over your data

**12.8** - Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

**12.9** - To exercise any of these rights, please contact our data protection officer.

## 13. Complaints

**13.1** - We take any complaints about our collection and use of personal information very seriously.

**13.2** - If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

**13.3** - To make a complaint, please contact our data protection officer.

**13.4** - You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 14. Contact us

**14.1** - If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer.

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.*