

Privacy Notice (How we use parent information)

The school uses various sources of students information to make improvements to the educational experience and achievements for existing and future students at the school.

The categories of parent information that we collect, hold and share include:

- Contact details, contact preferences, identification documents
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

Information the school collects has been identified in the 'Information Audit' document, which can be accessed on the schools website. If there is any reason that the school is holding information, which has been omitted from the document, then the school will update the document immediately they are aware it.

Why we collect and use this information

The school collects and holds personal information relating to parents on behalf of the pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess and audit the quality of our services
- protect public monies against fraud
- to comply with the law regarding data sharing
- to safeguard students

Examples of information needed to fulfil the above may be kept about a pupil to monitor national curriculum assessment results, attendance information, exclusion information, where pupils go after they leave the school and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. Photographs, achievements and statistical information may be used to benchmark the quality of the students experiences offered by the school.

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 was replaced by the UK General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

(e) processing is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller;

Article 9(2)

(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
 - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education (Information about Individual Pupils) (England) Regulations 2013 - Regulation 5 'Provision of information by non-maintained special schools and Academies to the Secretary of State' states 'Within fourteen days of receiving a request from the Secretary of State, the proprietor of a non-maintained special school or an Academy (shall provide to the Secretary of State such of the information referred to in Schedule 1 and (where the request stipulates) in respect of such categories of pupils, or former pupils, as is so requested.'

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

Collecting student information

Whilst the majority of parent information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain parent information to us or if you have a choice in this.

Storing student data

We hold parent data for the duration of time each the child remains a student of the school.

Who we share parent information with

We routinely share student information with:

- schools that student's attend after leaving the school
- Other sibling schools
- the local authority
- the Department for Education (DfE)
- NHS/school nurse
- Third party professional services i.e. Social Services, Social Care Teams
- [Multi Academy Trusts (MATs)]

Why we share this information:

We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Requesting access to your personal data:

Under data protection legislation, parents, carers and children have the right to request access to information about them that we hold. To make a request for your personal information contact the school office.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information:

If you would like to discuss anything in this privacy notice, please contact:

Head Teacher, Data Protection Controller

Ruth Hawker, Data Protection Officer

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