

DATA PROTECTION POLICY

APPENDIX 4B: PARENT PRIVACY NOTICE

Privacy Notice for Parents/Carers (How we use pupil information)

Under data protection law individuals have the 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' to individuals where we are processing their personal data.

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

We, Alexandra School, are the 'data controller' for the purposes of data protection law.

Our data protection officer (DPO) is our school business manager, Liz Annesley.

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

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

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

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect pupil welfare
- to assess the quality of our services
- administer admissions waiting lists
- carry out research
- to comply with the law regarding data sharing

The lawful basis on which we use this information

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

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

- we have obtained consent to use it in a certain way

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- we need to protect the individual's vital interests (or someone else's interests)

Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for the duration of the time that they are at the school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Who we share pupil information with

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- health visitors from the NHS
- our regulator, Ofsted
- service providers – to enable them to provide the service we have contracted them for

The National Pupil Database (NPD)

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years' census.

Some of this information is then stored in the National Pupil Database (NPD) which is owned and managed by the Department for Education and provides evidence on school performance to inform research. The database is held in electronic format for statistical purposes. The information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The department may share information about our pupils from the NPD with other organisations which promote children's education or well-being in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

You can also contact the Department for Education with any further questions about the NPD: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold, 'subject access request'. 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). To make a subject access request contact Rachel Carr, the Headteacher.

Parents/carers have a legal right to access to their child's educational record. To request access please contact Rachel Carr.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
 - prevent processing for the purpose of direct marketing;
 - object to decisions being taken by automated means;
 - in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- and

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- claim compensation for damages caused by a breach of the Data Protection regulations.

Complaints

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Please contact our DPO, Liz Annesley.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Liz Annesley, School Business Manager and DPO on eannes@axi.rbksch.org.