

**Policy Name: Privacy Notice Parents/Carers Policy**

**Owner: Friars Academy**

**Last Updated: 25/05/2018**

Contents

**Privacy Notice for Parents/Carers**

**The personal data we hold**

**Why we use this data**

**Our legal basis for using this data**

**Collecting this information**

**How we store this data**

**Data sharing**

**Communications**

**National Pupil Database**

**Transferring data internationally**

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

**Other rights**

**Concerns**

**Contact us**

**Privacy Notice for Parents/Carers**

We are Friars Academy. During your child's time at our school, we will gather information relating to you. Information that we hold in relation to individuals is known as "personal data". 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. This privacy notice explains how we collect, store and use personal data about pupils. We, Friars Academy, are the 'data controller' for the purposes of data protection law. Our data protection officer is Stuart Lathan (see 'Contact us' below).

**The personal data we hold**

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

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 use this data**

We use this data 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

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

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
- We need to protect the individual's vital interests (or someone else's interests) Whilst the majority of processing of personal data we hold about you will not require your consent, we will inform you if consent is required and seek that consent before any processing takes place. 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.

## **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. 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 which may be preventing us from complying with our legal obligations.

## **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.

## **Data sharing**

We routinely share information about you with:

- Local authorities - to meet our legal obligations to share certain information with it, such as safeguarding concerns, exclusions, education and training and youth support.
- The Department for Education and/or the Education and Skills Funding Agency- to meet our legal obligations to share certain information about students and parents as part of statutory data collections
- Suppliers and service providers – to enable them to provide the service we have contracted them for

## **Communications**

Occasionally we may also use your information to contact you with our latest newsletter, for research purposes or to keep you up-to-date with the latest insights affecting your child. You can update your communication preferences and stop receiving any future emails of this type at any time by contacting our DPO.

## **National Pupil Database**

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

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them, subject to a number of exceptions. 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. Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. Please refer to our Data Protection Policy for further details on making requests for access to your personal data.

## **Other rights**

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 for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer. The law does not require the school to comply with all requests. If the school does not intend to comply with the request then you will be notified of the reasons in writing. In order to fulfil our responsibilities under GDPR we may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the information requested.

## **Concerns**

We take any concerns about our collection and use of personal information very seriously. If you have any other concerns about our data processing, please raise this with us in the first instance by contacting our Data Protection Officer.

However, an individual can contact the Information Commissioner's Office should you consider this necessary, 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

Contact us If you would like to discuss anything in this privacy notice, please contact our **Data Protection Officer**: Stuart Lathan **email**: [slathan@friars.northants.sch.uk](mailto:slathan@friars.northants.sch.uk)