



CHOSEN HILL SCHOOL

PRIVACY NOTICE – PARENTS/CARERS & PUPILS

May 2022

PRIVACY NOTICE - PARENTS/CARERS & PUPILS MAY 2022

Privacy Notice (How We Use Parent/Carer and Pupil Information)

This Privacy Notice explains how and why we store personal information about pupils and parents/carers. It provides a guide to parents/carers and pupils about our legal obligations and their own rights. Like any organisation, which handles personal data, our school is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act and UK General Data Protection Regulation

The Categories of Parent/Carer and Pupil Information That We Process Include:

This list is not exhaustive, to access the current list of categories of information we process please see www.chosen-hill.gloucs.sch.uk

For <u>all</u> pupils	Personal Information	Name, Date of Birth, Gender, Year Group, Class, Address, Contacts Dietary needs, dietary preferences Medical practice address and telephone number Medical conditions
	Characteristics	Ethnicity, language, nationality, country of birth
	Attendance Information	Sessions attended, number of absences, reasons for absence
	Academic attainment and progress records	Teacher Assessment grades Statutory assessment results Standardised score results Learning journey evidence (photographs and annotations) Other photographic evidence of learning Reports to parents (mid-year and end of year)
For <u>some</u> pupils (only if applicable)	Other	Pupil Surveys Incidental evidence of pupils' successes (certificates, photographs, named trophies, celebration events)
	Other	Free School Meals eligibility Court Orders Other pupil premium eligibility (such as if the child is looked after) Safeguarding records (incidents, external agency reports Special Educational needs records (professional assessments, external professionals' reports, referrals for external support) Pastoral records (referrals for support both internal and external, notes of discussions with pupils, pupils' jottings of thoughts and feelings) Exclusion information Behaviour incident records
All Parents/Carers*	Personal Information	Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts) Free school meals eligibility evidence
	Other	Parents' surveys Letters sent to school Emails sent to school Financial payments, including debt (both manual and electronic)

*this refers to those with legal responsibility for the child

Why We Collect and Use Parent/Carer & Pupil Information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- To support pupil learning
- Protect pupil welfare
- To get in touch with pupils as/when required
- To monitor and report on pupil progress, including exam progress and interventions to aid progress
- To provide appropriate pastoral care
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research, including school performance
- CCTV is used to ensure site, staff and pupil security
- Visitor/Staff/Pupil signing in
- To comply with the law regarding data sharing
- To meet the statutory duties placed upon us for DfE data collections

We use the parent/carers data:

- To get in touch with pupils/parents/carers as/when required
- To assess the quality of our services
- To comply with the law regarding data sharing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation. The school processes such data because we have:

(6a) Consent: parents have given clear consent for us to process their (and their child's) personal data for the purposes indicated above.

(6c) A Legal obligation: the processing is necessary for us to comply with the law (e.g. we are required by law to submit certain teacher assessment information and to safeguard pupils' welfare by sharing information with other agencies).

(6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (children); (e.g. if we are required to share medical history information with emergency services in the event of an accident or to other agencies when a child may be in danger).

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law (e.g. processing attendance information or academic attainment and progress records).

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. The school processes such data because we have:

(9.2a) explicit consent. In circumstances where we seek consent, we make sure that the consent is unambiguous and for one or more specified purposes, is given by an affirmative action and is recorded as the condition for processing. Examples of our processing include use of pupil photographs for external purposes, pupil dietary

requirements, and health information we receive from our pupils who require a reasonable adjustment to access our services.

(9.2b) 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 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.

(9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person. An example of our processing would be using health information about a pupil in a medical emergency.

(9.2f) for the establishment, exercise or defence of legal claims. Examples of our processing include processing relating to any employment tribunal or other litigation.

(9.2g) reasons of substantial public interest. As a school, we are a publicly funded body and provide a safeguarding role to young and vulnerable people. Our processing of personal data in this context is for the purposes of substantial public interest and is necessary for the carrying out of our role. Examples of our processing include the information we seek or receive as part of investigating an allegation.

(9.2j) for archiving purposes in the public interest. The relevant purpose we rely on is Schedule 1 Part 1 paragraph 4 – archiving. An example of our processing is the transfers we make to the County Archives as set out in our Records Management Policy.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

How We Collect Information

Whilst the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Mandatory information collected will include pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from the previous setting. Pupil data is essential for the schools' operational use.

In addition to the mandatory information, some of the data requested is on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How We Store Data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.chosen-hill.gloucs.sch.uk

All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the school site. Once the deadline for retaining information has passed, data kept electronically is deleted and paper copies are destroyed in conjunction with the retention schedule.

Who We Share Pupil Information With

We routinely share pupil information with:

- Schools that the pupil attends after leaving us
- Our local authority

- The Department for Education (DfE)
- The pupil's family and representatives
- Ofsted – to meet legal obligations
- Auditors
- Survey and research organisations
- Health Authorities
- Security organisations
- Children's Social Care (when safeguarding pupils' welfare)
- External professionals who visit school (such as Educational Psychologists)
- Suppliers and service providers with whom we have a contract
- Charities and voluntary organisations linked to the school
- Police Forces, courts and tribunals
- Statutory health providers who will be delivering mental health service to pupils within the school

Why We Regularly Share Pupil Information

We are required to provide information about pupils to the DfE as part of statutory data collections, ie. school census.

Some of this information is 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 DfE 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.

For more information, see the Department's webpage on [how it collects and shares research data](#). You can also contact the Department for Education with any further questions about the NPD.

Youth Support Services

Pupils Aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information

relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Pupils Aged 16+

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 Gloucestershire County Council, our Local Authority. Information can also be shared with any Youth Support Services, as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

Requesting Access to Your Personal Data

Under data protection legislation, parents/carers and pupils have the right to make a 'subject access request relating to information held about them. A formal written request must be made to the School Business Manager to obtain such information. Should a pupil make such a request, the school will need to judge whether the pupil would properly understand their rights and what they mean.

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

- Give you a description of the information held
- Tell you why we are holding and processing the data, and how long we will keep it for
- Explain where we got the information 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

Parents/carers can make a request in respect of 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.

Other rights

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

Complaints

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

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. To make a complaint please contact the School Business Manager.

Alternatively, you can make a complaint to the Information Commissioner's Office 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.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in May 2022.

Contact

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

Debbie Wardlaw, our School Business Manager on dwr@chosen-hill.gloucs.sch.uk or our Data Protection Officer, School Pro TLC Ltd on gdpr@schoolpro.uk

This notice is based on the SchoolPro Model Privacy Notice for Parents/Carers and Pupils, amended to reflect the way we use data in this school.