

Privacy Notice for Parents/Carers (May 2018)

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, **The Pavilion**, are the data controller for the purposes of the Data Protection Law.

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
- National insurance number
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Pupil and curricular records
- Relevant medical information
- Special educational needs information
- Exclusion / behavioural information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs (including video)
- 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
- carry out research
- comply with the law regarding data sharing

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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)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis.

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.

Some information about a student may come from their previous or current school, direct to us, either on paper or electronically.

How long we keep 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. Our retention schedule sets out how long we keep information about pupils. We keep information about pupils in line with the Information and Records Management Society's toolkit for schools.

Why we share student information

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data underpins school funding and educational attainment policy and monitoring.

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We are required to share information about our students with the DfE under regulation 5 of The Education (Information about Individual Students) (England) Regulations 2013.

We routinely share information with:

- Schools and other provisions that students attend after leaving us
- Local authorities
- Relevant local partnerships
- The Department for Education (DfE)
- School nurse and NHS services such as CAMHS
- Targeted youth support
- Police
- Education Welfare Officer (EWO)

National Pupil Database

We are required to provide information about pupils to the Department for Education (DfE) 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.

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

Once our pupils reach the age of 13, we are legally required to pass on certain information to our local authority, London Borough of Barnet, and/or provider of youth support services as they have legal responsibilities in relation to the education or training of 13 to 19 years olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Youth support services
- Careers advisers
- Post-16 education
- Training services

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A parent/carer can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/pupil once he/she reaches the age of 16.

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. 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 other consequences of this
- Give you a copy of the information in an intelligible form

Individuals have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact our Data Protection Officer.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact our Data Protection Officer.

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 compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights please contact our Data Protection Officer