

The Pavilion

Privacy Notice for Students (May 2018)

You have a legal right to be informed about how the school uses any personal data that we hold about you. 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 your personal data.

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 you includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- 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

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Support your learning and help you achieve your potential
- Check how you are doing in exams and work out whether you or your teachers need any extra help
- Record your progress and track how well the school as a whole is performing
- Look after your wellbeing and support you during your time with us

Our legal basis for using this data

We only collect and use your information 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

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Sometimes, we may use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interests)

In addition, your personal data will be collected and/or processed for the purposes of relevant contracts for the provision of services which are paid for. This may include but is not limited to:

- School trips
- Entering you for examinations
- School lunches

Collecting this information

Whilst in most cases you or your parents/carers must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

Some information about you may come from the school you were/are at while working with us. This may come on paper or electronically.

How long we keep this data

We keep personal information about you while you are a pupil at our school. We may also keep it after you have left school if this is necessary in order to comply with our legal obligations.

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 you with any third party without consent unless the law and our policies allow us to do so.

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

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- School/s or provisions that you attend after leaving us
- Our local authority – to meet our legal duties to share certain information with it, such as concerns about safety and exclusions
- Relevant local partnerships – so that they can provide the services we have contracted them for
- The Department for Education (DfE) – for the school census
- The School Nurse and/or NHS services such as CAMHs
- Targeted youth support
- Police, courts, tribunals – in the event of them requiring information
- Education Welfare Officer (EWO) – for attendance concerns

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We will also share information you with third party suppliers, in order to perform contracts, which includes but is not restricted to:

- Exam boards and school travel agents
- School nurse and NHS services such as CAMHS

These third party suppliers will process data on our behalf, therefore we investigate these third party suppliers to ensure their compliance with the GDPR.

National Pupil Database

We are required to provide information about you 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 you 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

Your parents/carers, or you once you are 16, can contact our Data Protection Officer to ask us to only pass on your name, address and date of birth to the local authority or provider of youth support services.

Your rights

You have a right to make a ‘subject access request’ to gain access to personal information that the school holds about you, as long as we judge that you can properly understand your rights and what they mean. If we do hold information about you, 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 parents/carers

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- 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

You have the right to receive this information in a format that can be transferred. You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you would like to make a request 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.