Privacy Notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. The school is the 'data controller' for the purposes of data protection law. This privacy notice explains how we collect, store and use personal data about pupils. Our Data Protection Officer contacts will be found in the 'Contact us' section at the bottom of this document.

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 need
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance & 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)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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

Where we process special category data, such as health data or ethnicity data, we will only do so where we have identified one or more conditions under Article 9 of the UK GDPR and Schedule 1 of the Data Protection Act apply. We process special category data in order to safeguard our pupils and staff, fulfil our legal duty, support the delivery of educational provision, and protect our school community.

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.

As examples, we collect information through our admission form, our change of details form and our annual data collection sheet.

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. Our Records Management Policy and Guidance sets out how long we keep information about pupils. Should you wish to receive a copy of our Records Management Policy and Guidance, please visit our website. Alternatively, please e-mail DPO@vs.hackney.sch.uk.

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

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- We are required to share information about our pupils with the Department for Education (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013 such as attendance and assessment results
- The pupil's family and representatives – to provide information about pupil's data
- Educators and examining bodies – to meet our legal obligations to share certain information with it, such as SATS results
- Our regulator - Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable them to provide the service we have contracted them for, such as LBH audit department
- Central and local government – to meet our legal obligations to share certain information with them, such as Census and assessment results
- Our auditors – London Borough of Hackney
- Health authorities – to enable them to provide the service we have contracted them for, such as dentists and eye screening doctors
- Security organisations - to enable them to provide the service we have contracted them for, such as CCTV image captures in the school.
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

This list is not exhaustive.

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 and early year's 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.

Transferring data internationally
Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with data protection law. We will ensure appropriate safeguards to protect personal data are in place.

Parents and pupils' rights regarding personal data
Individuals have a right to make a **'subject access request'** – S.A.R to gain access to personal information that the school holds about them. 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. Parents also have the right to make a subject access request with respect to any personal data 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 consequences of this
- Give you a copy of the information in an intelligible form

Individuals also 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 at the address below.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact the Headteacher in writing.

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.
- If processing is based on consent, then you have the right to withdraw that consent

Complaints and Contact Information
If you have any complaints, questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance:

Data Protection Officer
The Viridis Federation of Orchard, Southwold
and Hoxton Garden Primary Schools
Holcroft Road
London E9 7BB
Tel: 020 89857785
E-mail: DPO@vs.hackney.sch.uk

If you are unsatisfied with the outcome at school level, you can make a complaint to the: Information Commission.

- Report a concern online 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