Privacy Notice for Parents/Carers and Pupils

This privacy notice explains how and why the School collect information about parents/carers and pupils, what we do with it and what rights you have. This privacy notice also covers other family members who we may process data about from time to time, including, for example, siblings, aunts, uncles and grandparents. We collect data so that we can operate effectively as a school.

The School is the Data Controller for the purposes of data protection law.

The School Data Protection Officer will oversee and monitor the School's data protection procedures and ensure the School remain compliant with the UK General Data Protection Regulation and Data Protection Act 2018. The data protection officer can be contacted via email dpo@johnperry.bardaglea.org.uk

Personal Data the School hold

Personal data that the School may collect, use, store and share (when appropriate) includes, but is not restricted to:

- ◊ Personal information (such as name, address, email address, contact details, marital status)
- ◊ Characteristics (such as ethnicity, language, nationality, religion, court orders in place, country of birth, identification documents, pupil premium and free school meal eligibility)
- ◊ Attendance information (such as sessions attended, number of absences and absence reasons)
- ◊ Assessment information – e.g. national curriculum assessment results
- ◊ Relevant medical information (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)
- ◊ Information relating to Special educational needs (SEND) (such as EHCP's, applications for support, care or support plans)
- ◊ Safeguarding information (such as court orders and professional involvement)
- ◊ Exclusion information
- ◊ Behavioural information – e.g. number of temporary exclusions
- ◊ Photographs (for internal safeguarding and security purposes, school newsletters, social media (including the School website, Facebook page and X) and for promotional purposes
- ◊ CCTV images captured in school
- ◊ Biometric Data (e.g. fingerprints to pay for school meals)
- ◊ Family links and circumstances
- ◊ Bank/Payment details

This list is not exhaustive

The School may also hold personal data about pupils received from other organisations, including other schools, local authorities, social services and the Department for Education.

What is 'Special Category' personal information?

Some information is 'special' and needs more protection due to its sensitivity. It's often information you would not want widely known and is very personal to you. This is likely to include anything that can reveal your:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data

Where the School collects 'special category' data, we only use it when:-

◊ We have explicit consent;
◊ Processing is necessary to protect an individual's vital interests
◊ Processing is necessary for reasons of substantial public interest

and as set out in UK Data Protection Law. Please see our data protection policy for further information.

Why the School collect and use your information

The School use data:

◊ to support pupil learning
◊ to monitor and report on pupil attainment progress
◊ to provide appropriate pastoral and medical care
◊ to assess the quality of the School services
◊ to safeguard pupils
◊ for research purposes
◊ to inform you about events and other things happening in the School
◊ to comply with the law regarding data sharing
◊ to meet our legal and statutory obligations
◊ to process payments for school services and clubs
◊ to send you communications

The lawful basis on which the School use this information

The School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information from their previous school, Local Authority and/or Department for Education (DfE). We collect and use personal data to

meet legal requirements and legitimate interests set out in the GDPR and Data Protection Act 2018.
Most commonly, the School processes information where:

- ◊ we need it to perform an official task in the public interest
- ◊ we need to comply with a legal obligation

Less commonly, the School may also process 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)
- ◊ you have entered into a contract with us
- ◊ it's required by law (e.g Education Act 1996 & 2011)
- ◊ It's necessary for legal cases
- ◊ It's necessary for archiving, research or statistical purposes

Whilst most of the personal data you provide to the School is mandatory, some is provided on a voluntary basis. When collecting data, the School will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

In circumstances where we have consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, contact the School data protection officer.

Who we share pupil information with?

The School is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The School is required by law to provide information about the School pupils to the DfE as part of statutory data collections, such as the School census; some of this information is then stored in the NPD. The DfE may share information about the School pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- ◊ Conducting research or analysis
- ◊ Producing statistics
- ◊ Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained. To contact DfE click here

We routinely share pupil's information with:

- ◊ schools that the pupil's attend after leaving us
- ◊ the local authority including commissioned providers of local authority services

- the Department for Education (DfE)
- the National Health Service (NHS)
- the School Nurse
- Ofsted
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service we have contracted them for (ie, catering, educational platforms, HR, Data Protection Officer)
- Financial organisations
- Central and local government
- The School auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

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

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.

How long is your data stored for?

The School hold data relating to pupils and their families in line with our data retention policy and in compliance with the UK GDPR and Data Protection Act 2018.

Your Rights

You have the right to ask the School for copies of your personal information. This right always applies and is commonly known as making a 'subject access request'. There are some exemptions, which means you may not always receive all the information the School process, for example, if information is likely to cause serious harm to the physical or mental health or condition of you or any other person.

Information relating to or provided by a third person who has not consented to the disclosure, including images removed or obscured may not be disclosed.

If the School can't give you some or any of the information, the School will tell you why.

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

- Give you a description of it

- ◊ Tell you why the School are holding and processing it, and how long the School will keep it for
- ◊ Explain where the School 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

You also have the right to:

- ◊ object to processing of personal data in some circumstances
- ◊ 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
- ◊ claim compensation for damages caused by a breach of the Data Protection Regulation

If you would like any information on your rights, please contact our Data Protection Officer.

How the School use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

The School use traffic log cookies to identify which pages are being used. This helps the School analyse data about web page traffic and improve the School website in order to tailor it to customer needs. The School only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help the School provide you with a better website, by enabling the School to monitor which pages you find useful and which you do not. A cookie in no way gives the School access to your computer or any information about you, other than the data you choose to share with the School.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Further information on deleting and controlling cookies can be found at:

- ◊ www.aboutcookies.org
- ◊ www.allaboutcookies.org

Contact

If you have any queries or would like to discuss anything about how your personal information is handled, please contact our Data Protection Officer: dpo@johnperry.bardaglea.org.uk

Complaints

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

If you think that the School collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about the School data processing, please raise this with the School Data Protection Officer in the first instance.

Alternative, you can make a complaint to the Information Commissioner:



Report a concern online



casework@ico.org.uk



0303 123 1113



Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

We may need to update this privacy notice from time to time so we recommend that you revisit this information. We may also notify you in other ways from time to time about the processing of your personal information. This version was last updated in September 2024.