



## PRIVACY NOTICE

May 2018

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### Privacy Notice for Students and Parents/Carers

The General Data Protection Regulation 2018 (GDPR) is a set of rules designed to make sure people's personal data is kept safe and is not used inappropriately.

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about students and parents/carers.

We, Rednock School, are the Data Controller for the purposes of data protection law. Our Data Protection Officer, is Gloucestershire County Council, Schools Data Protection Team, Information Management Service, Shire Hall, Westgate Street, Gloucester, GL1 2TP – [schoolsdpo@gloucestershire.gov.uk](mailto:schoolsdpo@gloucestershire.gov.uk).

#### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students and you includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents;
- Results of internal assessments and externally set tests;
- Student and curricular records;
- Characteristics, such as ethnic background, nationality, eligibility for free school meals or special educational needs;
- Exclusion information;
- Safeguarding and Special Educational Needs information
- Details of any medical conditions, including physical and mental health;
- Attendance information;
- Details of any support received, including care packages, plans and support providers;
- Photographs;
- Biometric data;
- CCTV images captured in school.

#### Why we use this data

We use this data to help students learn, to look after them and to run the school, including to:

- Get in touch when we need to;
- Monitor and report on student progress and work out whether we need to provide appropriate support in school;
- Track how well the school as a whole is performing and the quality of our services
- Look after students wellbeing
- Keep children safe
- Meet statutory duties placed upon us

## **Our legal basis for using this data**

Rednock School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information from previous schools, Local Authority and/or the Department for Education.

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law, including the following:
  - Article 6 and 9 of the General Data Protection Regulations 2018
  - Education Act 1996
  - Keeping Children Safe in Education (2016)
  - Regulation 5 of the Education (Information About Individual Pupils England) Regulations 2013
- We need to use it to carry out a task in the public interest (in order to provide students with an education)

Sometimes we may also use your personal information where:

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

Where we have obtained permission to use students' or parent/carer's personal data, this permission can be withdrawn at any time.

Some of the reasons listed above for collecting and using your information overlap and there may be several grounds which mean we can use your data.

**We will not give information about students or parent/carers to anyone outside the school without your consent unless the law and our policies allow us to.**

## **Collecting student information**

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

In order to abide by the rules of the General Data Protection Regulation 2018, we will inform you whether you are required by law to provide certain information to us, or if you have a choice in this. Please refer to our Data Protection Policy which can be found on our school website.

## **How we store this data**

We will keep personal information about students and parents/carers while they are attending our school. We may also keep it after they have left the school, where we are required to by law.

We have a Records Retention and Disposal Policy which sets out how long we must keep information about students. A copy of the policy can be obtained from the school website.

## **Data Sharing**

We may share personal data, without consent, with the following:

- Emergency services and local authorities:
- Other schools - If a pupil transfers to another school,

- Examination authorities
- Health authorities
- Law enforcement and government bodies
- Where the disclosure is required to satisfy our safeguarding obligations
- Research and statistical purposes, as long as personal data is sufficiently anonymised or consent has been provided.
- Suppliers and service providers

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.

### **National Pupil Database (NPD)**

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage:  
<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

You can also find out more about the NPD on the Department for Education's website:  
<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

### **Youth support services**

Once a student reaches the age of 13, we are legally required to pass on certain information about them to our local authority (Gloucestershire County Council) and the provider of youth support services, as they have legal responsibilities regarding the education or training of 13 – 19 year olds under section 507B of the Education Act 1996.

Once a student reaches the age of 16, they can request that only limited personal information is passed on, by informing our Data Protection Officer. For more information about services for young people please visit <https://youthsupportteam.co.uk/>.

### **Your rights**

#### **How to access personal information we hold about you**

Under data protection law, parents/carers and students can find out if we hold any personal information about you and how we use it. To make a **subject access request** for personal information, or be given access to your child's educational record, put your request in writing to the Head Teacher. Further details can be found in the School's Data Protection Policy.

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

## Other rights

Under data protection law individuals have certain rights over how their personal data is used and kept safe, including 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 for damage caused by a breach of the Data Protection regulations.

## Complaints

We take any complaints about how we collect and use personal data very seriously, so please let us know if you think we have done something wrong.

You can make a complaint at anytime by contacting our Head Teacher in the first instance or Data Protection Officer (contact details below).

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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.

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- *Gloucestershire County Council,  
Schools Data Protection Team  
Information Management Service  
Shire Hall  
Westgate Street  
Gloucester*

*T: 01452 583619*

*Email: [schoolsdpo@gloucestershire.gov.uk](mailto:schoolsdpo@gloucestershire.gov.uk)*