



Pupil Privacy Notice

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, Enfield Grammar School, are the 'data controller' for the purposes of data protection law.

The data protection officer details are in the 'Contact us' section on the last page of this notice.

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.
- Previous school history and prior attainment.
- Public exam results.
- Pupil and curricular records, reports.
- Characteristics, such as ethnic background, gender, eligibility for free school meals.
- Special educational needs records.
- Exclusion information.
- Details of any medical conditions, including physical and mental health.
- Attendance and late information.
- Safeguarding information.
- Behaviour information.
- Details of any support received, including care packages, alternative education providers, plans and support providers.
- Photographs and videos.
- CCTV images captured in school or via body worn cameras.
- Biometric finger print information.
- Criminal convictions and offences.
- Information about being a child looked after.

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 collect and use pupil information

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.
- Comply with any statutory obligations.

We only collect and use pupils' personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law in relation to Article 6 and Article 9 of the GDPR, the Education Act 1996 and regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013. 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

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.

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. For more information and a copy of our retention schedule, please contact the School Office.

Who we share pupil information with

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.
- Other local authorities - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education – we share personal data with the DfE on a statutory basis. This is for statistical purposes and the return of the departmental censuses

contained within the Education Act 1996. Further guidance is available at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

- The pupil's family and representatives – for progress and attainment updates.
- Examining bodies – for statistical purposes and the marking and re-marking of public exams.
- Our regulator, Ofsted – for summaries of exam outcomes.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Financial organisations – to comply with academy funding requirements.
- Health authorities – for the establishment and management of inoculation programmes, for the prevention of infectious and contagious illness.
- Health and social welfare organisations – evaluate and improve policies on children's social care, – for the provision of medical treatment and the management of healthcare services.
- Professional advisers/bodies and consultants - to obtain legal advice, for the establishment, exercise or defence of legal claims.
- Social Services – for safeguarding and wellbeing purposes.
- Police forces, courts, tribunals - for the prevention and detection of crime, in response to a lawful request for information.
- Insurance companies – if there is an accident, for the establishment, exercise or defence of legal claims.

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.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department for Education 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 <https://www.gov.uk/government/collections/national-pupil-database>

You can also contact the Department for Education with any further questions about the NPD.

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the pupil once they reach the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a student provides his consent, other information relevant to the provision of youth support services will be shared.

For more information about services for young people, please visit our local authority website.

Biometric Data

We store pupil's fingerprints (biometric data) in order to identify them when purchasing food and drink in the school canteen. In order to store this data we seek consent from parents for those pupils under the age of 18 or the pupil themselves where he is 18 or over (in accordance with the Protection of Freedoms Act 2012).

Parents and pupils' rights regarding personal data

As a data subject, you have specific rights to the processing of your data which are the rights to request in writing:

- Access to the personal data that the School holds.
- That your personal data is amended.
- The erasure of your personal data.
- The restriction of your personal data.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent, without detriment, at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Individuals have a right to make a '**subject access request**' 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.

Parents/carers may request access to their child's **educational record**. To request access, please contact the School Office. You will not have to pay a fee to access your child's record where this data is provided electronically. If you require a paper copy, subject to the size of the file a payment in advance will be required.

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.

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:

- Clea Holmes, Data Protection Officer, Enfield Grammar School
020 8363 1095
DPO@enfieldgrammar.org

Complaints

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

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.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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