



## Privacy notice for Parents/Carers

### Introduction

Paxton Academy takes the security of the data we hold very seriously. Parents/Carers have a legal right to be informed about how our school uses any personal information that we hold about you or your child. To comply with this, we provide a 'privacy notice'.

This privacy notice explains how personal data is collected, stored and used.

The Wandle Learning Trust is the 'data controller' for the purposes of data protection law.

The Data Protection Officer is Mr. Hepworth (see 'Contact Us' below).

If you have any questions about this notice, please contact the main school office where someone will be happy to direct you to Mr. Hepworth.

Until 24<sup>th</sup> May 2018, we will process your personal data in accordance with the Data Protection Act 1998 (the DPA). From 25<sup>th</sup> May 2018, we shall process your personal data in accordance with the General Data Protection Regulation (or GDPR for short). This notice complies with requirements under both DPA and GDPR.

### 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:

- Personal information (such as name, unique pupil number and address)
- Parental and other adult contact information (addresses, emails, telephone numbers)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility, SEN)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Exclusion reports/Behavioural information (such as incident reports and rewards)
- Relevant medical records
- Exam/assessment data (such as KS2 results/external assessments)
- Photos
- CCTV footage
- Biometric data

We may also hold data 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 help run the school, including to:

- keep you informed about your child's progress.
- check how your child is doing in exams and work out whether they need any help
- track how well the school is performing
- provide appropriate pastoral care
- keep your child safe
- 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 as permitted by law. Mostly, we process it where:

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

Sometimes, 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. If you wish to withdraw your consent then please talk to the school office who will be able to direct you accordingly.

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 will make it clear whether providing it is mandatory or optional. We will always tell you if it is optional.

## 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.

We have a records management policy, which sets out how long we must keep information about pupils.

In most cases we transfer your child's data to their next school when they leave and delete permanently any records after one year.

The policy can be requested by emailing [admin@paxtonacademy.org.uk](mailto:admin@paxtonacademy.org.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 duties to share certain information with it, such as concerns about pupils' safety and exclusions
- the Department for Education (a government department)
- family and representatives selected by Parents or Guardians
- educators and examining bodies
- our regulator (the organisation or "watchdog" that supervises us), e.g. Ofsted
- suppliers and service providers – so that they can provide the services we have contracted them for
- financial organisations – for school meals, trips etc
- central and local government
- health authorities
- health and social welfare organisations
- professional advisers and consultants – to support with the developments and management of the school
- police forces, courts, tribunals

## 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 years 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 European Economic Area, we will do so in accordance with data protection law.

## Parents and pupils' rights regarding personal data

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.

## 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)

- have inaccurate personal data corrected, in certain circumstances, 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.

## **Complaints**

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting the Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

## **Contact us**

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

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, our Data Protection Officer is Mr. Hepworth who can be contacted via the Chestnut Grove Academy main reception on 020 8673 8737 or by emailing [dpo@wandlelearningtrust.org.uk](mailto:dpo@wandlelearningtrust.org.uk).

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.*