

# QUEENSWAY SCHOOL

## PRIVACY NOTICE

### GENERAL DATA PROTECTION REGULATION (GDPR) 2018



## How we use pupil information

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

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Queensway School upholds are imposed on the processor.

### 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, contact preferences, date of birth and identification documents)
- Characteristics (such as ethnicity, religion, language, nationality, country of birth, eligibility for free school meals and Pupil Premium)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as data scores, tracking and internal and external testing)
- Special Educational Needs information
- Relevant medical information
- Safeguarding information
- Exclusion information
- Behavioural information
- Photographs (for internal safeguarding and security purposes, school newsletters, media and promotional purposes)

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 your information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral and medical care
- for safeguarding and pupil welfare purposes
- to administer admissions lists and procedures
- to assess the quality of our services
- to carry out research
- to comply with the law regarding data sharing
- to inform you about events and other things happening in the school

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

Queensway School holds the legal right to collect and use personal data relating to pupils and their families. We collect and use personal data to meet legal requirements and legitimate interests set out in GDPR and UK law, including those in relation to the following:

- Article 6(1)(c) and Article 9(2)(b) of the GDPR
- Section 537A of the Education Act 1996
- Regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

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.

## **Collecting pupil 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, 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**

Personal data relating to pupils at Queensway School and their families is stored in line with the school's GDPR Data Protection Policy.

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.

In accordance with the GDPR, data is not stored indefinitely but only for as long as is necessary to complete the task for which it was originally collected.

## **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.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the DfE under section 3 of the Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about the data collection requirements placed on us by the DfE (for example, via the school census), go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies
- Schools that the pupils attend after leaving Queensway

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.

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

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 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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 and the department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data.

For more information, about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

For information about which organisations the department has provided pupil information (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

To contact DfE: <https://www.gov.uk/contact-dfe>.

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs Sarah Horbury-Jakeman (Headteacher) via the school office. The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date.

You also have the right to:

- object to the 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Mrs Sarah Horbury-Jakeman (Headteacher).

*This notice is based on the Department for Education's model privacy notice for pupils, amended for parents to reflect the way we use data in the school.*