



# ALSTON MOOR FEDERATION

## Privacy Notice for Parents/Carers

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### **Aim**

To inform Parents/Carers how the School uses and holds personal data.

### **Objectives**

1. 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' to individuals where we are processing their personal data.
2. We, the Alston Moor Federation, are the 'data controller' for the purposes of data protection law. This privacy notice explains how we collect, store and use personal data about **pupils**. Our Data Protection Officer is The Headteacher (see 'Contact us' below).

### **The Personal Data we hold**

- Contact details and contact preferences
- Academic assessments, reports and results
- Characteristics such as ethnicity, languages spoken and eligibility for certain benefits such as free school meals
- Family circumstances where relevant
- Physical and mental health such as medical conditions and allergies where relevant
- Support received including care packages, plans and support providers where relevant
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other school authorities and the Department for Education.

## **Why we use this data**

Holding this information is crucial to our being able to support your child's ongoing academic development and welfare.

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

We only collect and use pupils' personal data when the law allows us to. Most commonly, we use it to contact you to chart academic progress, to provide appropriate support and to provide for your son/daughter's health & welfare. Less commonly we may also process a pupil's personal data to comply with a legal obligation or to perform an official task in the public interest. 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.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

## **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. Much of this information is kept on our school computer systems. Each child also has a paper file for any correspondence, reports and some other information. We use the [Information and Records Management Society's toolkit for schools](#) to determine how long we hold on to pupil data and then remove it.

## 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:

- Cumbria County Council and Department for Education: to meet our legal obligations to share certain information with it, such as details of students on roll and safeguarding concerns and exclusions.
- A pupil's family and/or representatives: to share information about attainment & progress and behaviour & welfare. The pupil's family and representatives
- Educators and examining bodies: to enter students for exams and other assessments.
- Ofsted: to discuss pupil attainment & progress as well as the support we put in place for children.

Cumbria Police and Health Authorities: information is sometimes provided in support of student welfare and safeguarding.

## 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.

## **Youth Support Services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Inspira on behalf of Cumbria County Council as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers. Parents/carers, or pupils once aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to Inspira.

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do 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. 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 also have a legal right to access to their child's **educational record**. To request access, again 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)
- 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.

## 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 by:

- Reporting a concern online at <https://ico.org.uk/concerns/>
- Calling 0303 123 1113
- Or writing 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 by either telephoning the school office or emailing

[head@alston.cumbria.sch.uk](mailto:head@alston.cumbria.sch.uk)

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

## Monitoring Arrangements

This policy will be reviewed every year by the Governing Board.

<b>Version Control</b>	
Created by:	Headteacher
Approved by:	Full Governing Body
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