

Privacy Notice

Swiss Cottage School, Development and Research Centre is a community maintained special school. We are also a registered School Charity. This Privacy Notice is in two sections.

Section 1 relates to Pupil Information and Parent/Carer Information

Section 2 relates to Personal Information through our School, Development & Research Centre and School Charity.

We are committed to collecting, using and managing personal information safely and securely. If you have any questions, please contact our school to organise a meeting with a member of our Leadership Team at any time on 0207 681 8080.

Section 1: Pupil and Parent/Carer Information

Why do we use pupil information?

We use pupil data (information about individual pupils at our school):

- to meet our school vision and statutory duties to deliver high standards of educational provision
- to inform, plan, support, and evaluate pupil learning
- to monitor and report on pupil progress
- to assess the quality and effectiveness of our school provision
- to plan, provide, and evaluate pastoral care
- to keep pupils safe
- to provide access to school meals
- to provide access to extracurricular activities
- to comply with the law regarding data sharing

How do we collect pupil information?

Whilst the majority of pupil information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we commit to informing parents/carers/pupils whether they are required to provide certain pupil information to us or if it is optional.

The categories of pupil information that we collect, hold and share include:

- Personal information (such as the pupil's name, their unique pupil number, address and parent/carers contact details)
- Characteristics (such as the pupil's ethnicity, the language they speak at home, their nationality, country of birth and their eligibility for free school meals)
- Attendance information (such as sessions attended, number of absences and the reasons given for absence)
- Formative assessment information (pupil's daily work through lesson outcomes,

images, videos which are analysed to evaluate progress and inform next steps in planning)

- Assessment information (through the school's 'Evidence for Learning' Journal which is shared directly with families, alongside information from various statutory tests)
- Information about the pupil's behaviour
- Information about any Special Educational Needs the pupil may have including information shared with us by multi-agency professionals and public authorities
- Information about any relevant medical conditions
- Information about accidents and ill-health that the pupil has experienced
- Information about any additional services (e.g. clubs) that the child has accessed
- Information shared with us by other public authorities regarding child protection and safeguarding.

We collect and use pupil information under the following conditions:

- to meet our duties as a maintained school under the Education Acts 1996, 2002, 2011, the Education and Healthcare Act 2014, the School Standards and Framework Act 1998, the Children's Act 2004 and related legislation and regulation, the Equalities Act 2010 and other related legislation, and any regulations or statutory guidance made under those acts (Article 6(1)(e) of the General Data Protection Regulation);
- where it is necessary to meet our duties as an employer and our duties in relation to health and safety (Article 6(1)(c) of the General Data Protection Regulation);
- where it is necessary to protect the pupil's vital interests (if there is a medical emergency and consent cannot be obtained, for example) (Article 9 (2) (c) of the General Data Protection Regulation)
- where it is necessary for the defence of a legal claim or potential legal claim (Article 9 (2) (d) of the General Data Protection Regulation)
- as a result of your explicit consent to the use (Article 6 (1) (a)). We do not require consent for the majority of the data we collect as the school is a public authority carrying out its duties under law. Where we do require your consent for the processing or collection of your child's data, we will advise you of this in advance and will not use this data without your consent.

How do we store pupil data?

We hold pupil data for as short a time as possible that is consistent with our statutory and legal obligations. We use the Information and Record Management Society's Toolkit for Schools to inform our decisions on retention period. We ensure that we have adequate protection in place for pupil data, whether this is stored in electronic format or in hard copy. We ensure our staff has training on their duties in relation to information security. We transfer the pupil's Educational Record to their next school when they leave. We hold a copy of the pupil's Educational Record until they reach the age of 25.

Who do we share pupil information with?

We routinely share pupil information with:

- the pupil and their parents/carers
- the school that the pupil attends after leaving us
- London Borough of Camden
- Camden Learning, who are contracted by the London Borough of Camden to provide educational and professional support to schools and to promote high standards of educational provision within Camden
- the Department for Education (DfE)
- the NHS
- Examination Boards i.e. AQA, OCR, ASDAN and Ascentis

We also have in place contracts with third parties who process pupil data on our behalf. These are:

- London Grid for Learning: IT Services Provider, part owned by London Borough of Camden
- Capita SIMS: School Information Management System which securely holds all pupil, parent, and staff personal information
- Capita Agora: Parent Payments processor
- Evidence for Learning: Electronic software system used by school and families to view pupil progress reports through online journals
- Caterlink: School meals provider
- MyConcern: Pupil Safeguarding Database
- School Business Services Ltd: SIMS support
- SITSS: School's IT support service provider

In each case, our contract with the provider ensures that the data is only used for the purposes for which it was collected by us and that appropriate security measures are in place.

Why do we share pupil information?

The law allows us to share data with third parties, such as those listed above, where they are carrying out duties for the school and appropriate controls are in place. We do not share information about our pupils with anyone else without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) and the local authority (London Borough of Camden) on a statutory basis. This data sharing underpins school funding, educational attainment policy, and monitoring processes. We are required to share information about our pupils with our local authority (Camden LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We will also share data with other agencies in line with our duties in relation to safeguarding and child protection with other agencies.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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 may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

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. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention 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>

Information about Parents and/or Carers

We also collect information about parents to meet our legal duties set out above. Typically, this data includes

- Name
- Contact details including e-mail, telephone number and address
- Relationship with the pupil
- Information about financial payments made to the school
- Information held in relation to the school's statutory responsibilities, including in respect of safeguarding and child protection, equalities, health and safety and special educational needs

We use data (information about parents at our school):

- to support pupil learning
- to keep pupils safe
- to monitor and report on pupil progress
- to meet our duties to deliver high standards of educational provision
- to provide appropriate pastoral care
- to provide access to school meals
- to provide access to extracurricular activities
- to assess the quality of our services
- to comply with the law regarding data sharing
- to collect payment for optional services provided by the school
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We collect and use parent information under the following conditions:

- to meet our duties as a maintained school under the Education Acts 1996, 2002, 2011, the Education and Healthcare Act 2014, the School Standards and Framework Act 1998, the Children's Act 2004 and related legislation and regulation, the Equalities Act 2010 and other related legislation, and any regulations or statutory guidance made under those acts (Article 6(1)(e) of the General Data Protection Regulation);
- where it is necessary to meet our duties as an employer and our duties in relation to health and safety (Article 6(1)(c) of the General Data Protection Regulation);
- where it is necessary for the defence of a legal claim or potential legal claim (Article 9 (2) (d) of the General Data Protection Regulation)
- as a result of your explicit consent to the use (Article 6 (1) (a)). We do not require consent for the majority of the data we collect as the school is a public authority carrying out its duties under the law. Where we do require your consent for the

processing or collection of your child's data, we will advise you of this in advance and will not use this data without your consent.

Your rights in relation 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 the school office to gain a request form.

You also have 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
- claim compensation for damages caused by a breach of the Data Protection regulations

We do not take decisions by automated means and do not undertake direct marketing to pupils.

Your rights in respect of your data and how you can make use of these are set out in our Data Protection Policy. Students over the age of 13 will generally be considered to be capable of exercising control over their data, including determining whether to give their consent for their use of data when this is required.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer (details below) in the first instance. However, you can contact the Information Commissioner's Office directly at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:
Swiss Cottage School, Development and Research Centre on 0207 681 8080
Local Authority Data Protection Officer: Andrew Maghaun on
SchoolsDPO@camden.gov.uk

Section 2: Personal Information through School, Development & Research Centre and School Charity

We are committed to partnerships which enhance the calibre of our school provision

and promote the highest standards of education. As a Development & Research Centre we provide offer a range of conferences, training programmes, school to school support, and research opportunities. As an active School Charity, we work with individuals, professionals and organisations to fundraise for school level priorities alongside raising awareness initiatives.

We seek the consent of all staff, professionals, individuals, and organisations that work with:

- Swiss Cottage School Development & Research Centre
- Swiss Cottage School Charity (charity number 0005279)

We hold the personal information securely with sincere consideration of the General Data Protection Regulations, in line with our Data Protection Policy:

<http://swisscottage.camden.sch.uk/our-school/school-policies/>

We may collect information from you whenever you contact us or have any involvement with us for example when you:

- contact us directly
- visit our website
- book/join an event or training programme
- post content onto our website/social media sites
- attend a meeting or event with us and provide us with information
- provide consultancy work
- support our fundraising initiatives

What type of personal information do we collect?

- Contact details for individuals, schools, and organisations
- School and organisation level details to inform partnership and school to school support plans
- Volunteer, internship, job, course, and training programme applicants provide information as set out in the application
- Bank details to process payments and donations.

How do we use your information?

We will use your personal information in a number of ways which reflect the legal basis applying to processing of your data. These may include:

- providing you with the information, services, and/or updates you have requested
- sending you communications with your consent that may be of interest including information about our services and activities, events and publications, and fundraising opportunities
- maintaining our records
- processing applications
- processing payments
- to inform anonymised impact reports

Security:

We understand the importance of security of your personal information and take appropriate steps to safeguard it. All electronic data is password protected and stored securely. We always ensure only authorised persons have access to your information and are appropriate trained to use the information securely. We delete unnecessary personal information regularly. We monitor our security and management processes regularly.

Updating Communication Preferences:

If you want to contact us about your communication preferences please contact us any-time:

Swiss Cottage School Development and Research Centre: admin@swisscottage.camden.sch.uk

Swiss Cottage School Charity: fundraising@swisscottage.camden.sch.uk

Contact:

If you would like to discuss anything in this privacy notice, please contact us on 0207 681 8080.

Our LA Data Protection Officer is: Andrew Maghaun on SchoolsDPO@camden.gov.uk