



# **The William Hogarth School General Data Protection Regulation**

## **Privacy notice for parents/carers – how we use your child’s personal information**

**Reviewed Annually or in line with Statutory Guidelines and changes.**

**Date: March 2020**

**Next review due by: March 2021**

## **The William Hogarth School General Data Protection Regulation**

### **Privacy notice for parents/carers – how we use your child’s personal information**

Under data protection law, you have a right to be informed about how the school uses any personal data that we hold about your child. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to all families and staff members where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils. We, The William Hogarth School are the ‘data controller’ for the purposes of data protection law. Our data protection officer is Melanie DuBey (Office Manager) - see ‘Contact us’ below.

### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted

- Contact details, contact preferences, date of birth, identification documents
- Pupil and curricular records plus results of internal assessments and externally set tests  
Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Details of any medical conditions, including physical and mental health
- Attendance information and exclusion information and Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs and CCTV images captured in school

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 use this data**

We use this data to:

- Support pupil learning, monitor and report on pupil progress, provide appropriate pastoral care to protect pupil welfare, assess the quality of our services & undertake research
- Administer admissions waiting lists and comply with the law regarding data sharing

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

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 or 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 or need to protect the individual’s or someone’s vital 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 legal obligations.

## **Data sharing**

We do not share information about pupils with a 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 and Department for Education - to meet our legal obligations to share certain information with it, such as pupil progress data, attainment, examination papers & results, exclusions, attendance details, safeguarding*
- *The pupil's family and representatives – to provide a report on each pupil's attainment and progress, incidents related to all types of behaviour etc.*
- *Educators and examining bodies- to ensure staff are well trained and pupils well supported*
- *Our regulator (Ofsted) - to demonstrate the broad and balanced curriculum provided along with a full breakdown of the school including ethnicity, attendance etc.*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations- to ensure the school receives appropriate funding for pupils eg those with Educational Health Care Plans etc*
- *Central and local government, information as requested and our auditors- to monitor the financial spending*
- *Health authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns and issues around health and wellbeing*
- *Security organisations- to ensure our site, pupils, staff and pupil data remains safe*
- *Health and social welfare organisations – to meet our legal obligations to share certain information with it, such as safeguarding concerns and issues around health and wellbeing*
- *Professional advisers and consultants- to ensure all pupils receive a challenging education*
- *Charities and voluntary organisations – to ensure our pupils receive a broad and balanced education*
- *Police forces, courts, tribunals – to meet legal obligations to share information, such as safeguarding concerns*
- *Professional bodies – to meet legal obligations to share certain information with it, such as safeguarding concerns*

## **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.

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 one of our data protection officers. Parents/carers also have a legal right to access to their child's educational record. Once the subject access request is made we will respond within one month. If the request is very complex and requires more time we will explain this and respond within an extra two months.

### **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**

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Ms Stockley, then you can contact the DPO on the details below: -

Data Protection Officer Name: Ms Begum email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE

## **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 data processing, please raise this with us. To make a complaint, please contact one of our data protection officers. Alternatively, you can make a complaint to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, report a concern online at <https://ico.org.uk/concerns/> or call 0303 123 1113

## **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**, Melanie DuBey (Office Manager) via the school office.

*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.*

## **Changes to This Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information