



Abbots Bromley School

Privacy Notice for students and parents (or guardians) of children at the school or applying to join the School

Privacy Notice for Students and Parents

Introduction

Whenever you provide personal information, Abbots Bromley School ('the School') is legally obliged to use it in accordance with the laws concerning the protection of personal information. This notice is to help students and parents understand how and why collects personal information. It also explains what the school does with that information and the decisions that students and parents can make about their personal information. If you have any questions about this notice, please contact the Bursar or the Principal.

What is personal information?

Personal information is information that the school collects about you. This includes information such as your name, date of birth, address, assessment results, medical details and behaviour records.

Who processes your information?

Abbots Bromley School is the data controller of the information you provide to us. This means that the School determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third party. However, this will only be done with your consent, unless the law requires the School to share your data. When the School shares information with a third party data processor, the same data protection standards that Abbots Bromley School upholds are imposed on the processor.

Why do we collect and use your information?

For the purposes of Data Protection Legislation, Abbots Bromley School is the Data Controller of Personal Data about students and their parents and/or guardians. The School is registered with the Information Commissioner's Office under registration number Z8760999. In the main (unless otherwise specified below), the School's basis for processing the personal information of students and parents is as a result of either a contractual obligation signed by parents or as a result of legitimate interest, i.e the School requires this information in order to carry out its ordinary duties.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulations legislation and UK law, including in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- to keep children safe (food allergies or emergency contact details);
- to support student learning;
- to monitor and report on students' progress;
- to provide appropriate pastoral care;
- to provide appropriate medical care;
- to evaluate the quality of our services;
- to comply with statutory duties placed upon us regarding data sharing.

Which data is collected?

The categories of student information that the School collects, holds and where appropriate shares includes the following:

- Personal information (such as name, unique pupil number if applicable, date of birth and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth)

- Safeguarding information (such as court orders and professional involvement)
- Medical and administration (such as child health, dental health, allergies, medication and dietary requirements)
- Assessment information including assessment results, including from any previous schools
- Attendance information (such as the number of absences and reasons for those absences)
- Information relating to Special Educational Needs and Disabilities
- Relevant medical information, to inform members of staff of any medical conditions students may have
- Behavioural information (such as the number of exclusions)
- Images of students
- Video footage through CCTV to help ensure that the school site is safe
- Financial information for parents for the purposes of paying fees

Whilst the majority of the personal data provided to the School is mandatory, some is provided on a voluntary basis. When collecting data, the School will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the School will provide you with specific information with regards to the reasons that the data is being collected and how the data will be used.

We acquire Personal Data in a number of ways. For example, parents of students may provide Personal Data about themselves or their family in correspondence, forms, documents and during discussions with staff. Every form completed by a parent or child containing personal data will be held in accordance with the School's Data Protection Policy.

Data Collection sheet

Each academic year, a Data Collection sheet form is sent to parents asking for personal data to be checked and data preferences to be updated. It is extremely important that this is completed by parents in order to ensure that the School maintains accurate records.

How long is your personal data stored for?

Personal data relating to students and their families at Abbots Bromley School is stored in line with Appendix 1 of the School's Data Protection Policy.

Personal data is stored securely and not be kept for any longer than required for the School's legitimate or lawful purposes. Some records have to be retained for minimum periods by law. As a general rule, when personal data is no longer needed for the purposes for which it was collected, it will be securely and permanently destroyed as soon as practicable. For more information, please contact the Bursar or the Principal.

CCTV and photographs

We use CCTV recordings for the purposes of crime prevention and investigation and also in connection with our obligation to safeguard the welfare of students, staff and visitors to our site.

CCTV recordings may be disclosed to third parties such as the police but only where such disclosure is in accordance with data protection law. Although the primary purpose of the School's CCTV system is the detection and prevention of crime, any evidence of misconduct captured incidentally on these cameras can be used as evidence in disciplinary matters. There is no routine monitoring of data captured by CCTV for disciplinary purposes but in the event of an incident or allegation in relation to a visitor, student or member of staff, any existing footage may be reviewed if relevant to the allegations.

We may use photographs (and occasionally other media such as video or sound recordings) of students for educational purposes or in our publications, including on the school website and on social media, for marketing and promotion purposes. We may also share photographs and other media with third parties for these purposes (for example, for publication in a local or national newspaper). Consent is sought for the use

of photographs.

Will my information be shared?

The School is required to share students' data with the Department for Education on a statutory basis.

The National Pupil Database (NPD) is managed by the Department for Education and contains information about pupils in schools in England. Abbots Bromley School is required by law, to provide information about our 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. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The Department for Education 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 data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether Department for Education 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 find out more about the National Pupil Database, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Abbots Bromley School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The School shares students' information, as appropriate, with:

- The Department for Education
- The National Health Service / local GP
- The Local Authority
- The Home Office, and specifically UK Visas and Immigration, where it is necessary for a student to obtain a Visa before commencing their studies at the School
- The police, legal advisers or the School's insurance company in the event of an incident or to help with an inquiry.
- Examinations boards for the administration of external examinations.
- Companies who work with the School in the provision of the education offered eg the Alkins School of Dance and AB Equine
- The School's caterers eg to pass on information about allergies to foods or dietary needs
- Companies who provide services to ensure the smooth running of the School eg for the baseline assessment of students, e-mail platform to communicate with parents
- Those interested in the School by accessing the School's website, social media platforms and local newspapers. This includes examination results, the results of sports fixtures and other updates which celebrate the achievements of our students.
- Taxi companies contracted by the School to transport students to and from School (the names shared relate to only those students being transported).

What are your rights?

Parents and students have the following rights in relation to the processing of their personal data:

You have the right to:

- Be informed about how Abbots Bromley School uses your personal data
- Request access to the personal data that the School holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased when there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed.
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time

Data collection requirements:

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

To be granted access to student 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 the Department for Education: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and students 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 Bursar or the Principal.

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

If you have a concern about the way the School is collecting or using your personal data, please raise your concern with the school in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>. The ICO can also be contacted on 0303 123 1113. Monday-Friday 9.00am-5.00pm.