

Privacy Notice for parents (May 2018)

Purpose of this Notice

The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with. We shall process all personal data in accordance with the General Data Protection Regulations (GDPR). This Notice complies with requirements under GDPR.

We, Roundhay School, are the data controller for personal data that we process about our pupils. Our Data Protection Officer is **Mr N Stott** (see 'Contact us' at the end of this document).

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, the local authority and/or the Department for Education (DfE). For pupils aged 14 and above the Learning Records Service will give us the unique learner number (ULN) and may also give us details about learning or qualifications.

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:

- Contact details, contact preferences, date of birth, gender
- Results of both internal assessments and externally set examinations
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, religious beliefs, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- The destination of our pupils after they leave us
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs and videos, eg for identification or performance in school show, or (with consent) for promotional purposes
- CCTV images captured in school
- Biometrics, if the pupil is at secondary school or in the sixth form. This is fingerprint information that allows pupils to use the cashless catering system. You will be given full details of what this is and how we use it on a separate consent form at the time we ask your permission.

Why we use this personal data

We use this data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services and how well the school is performing against national data
- Support transition from and to other education or training providers
- Communicate with former pupils
- Where appropriate, promote the school to prospective pupils

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
- 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)
- We have a genuine and legitimate reason in order to fulfil our responsibilities to you

We collect and process the pupil data referred to earlier under General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Article 6 (1) (e), 'public task', and Article 6 (1) (f), legitimate interests.

The processing of special categories of personal data is covered by General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Article 9 (2) (j)

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

Whilst the majority of pupil information you provide 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 will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. Where you have a right to refuse to provide data we will provide an appropriate option.

Storing pupil 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. We follow the guidance in the [Information and Records Management Society's toolkit for schools](#) which sets out how long we keep information about pupils.

Who we share pupil information with and why

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 the following organisations. This is subject, where appropriate, to receiving assurances regarding their own data protection procedures and protocols and that it is used only for the specific purpose intended:

- Local authorities - we are required to share information under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- The Department for Education - we are required to share information under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- The pupil's family and representatives
- Educators and examining bodies – for example, if pupils move to another school
- Our regulator (eg Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for. Third party data processors are subject to strict due diligence and assurances on information security and data protection compliance. Chosen providers are used solely to support the educational goals of the school and/or to provide electronic processing of routine administrative tasks and not for marketing purposes.
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health and social welfare organisations
- Professional bodies including advisers and consultants
- Police forces, courts and tribunals

Data collection requirements

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>.

National Pupil Database

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 to, (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>

Youth support services

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit the local authority website.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so strictly 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. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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 (see 'Contact us' at the end of this document).

Parents/carers also have a legal right to access their child's education record. To request access, please contact secondary@roundhayscool.com.

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 (by a computer or machine, rather than by a person)
- 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

To exercise any of these rights, please contact our Data Protection Officer (see 'Contact us' at the end of this document).

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 (see 'Contact us' at the end of this document).

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure, our Compliments, Concerns & Complaints Policy is on the school website.

If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Changes to our Privacy Notice

We reserve the right to modify or amend this privacy statement at any time and for any reason, providing it maintains compliance with the General Data Protection (Regulation (EU) 2016/679). The latest version of this will always be available on the school website.

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:

Mr N Stott c/o Roundhay School, All-through education from 4 to 18, Gledhow Lane, Leeds LS8 1ND
email dpo@wntai.co.uk