



Privacy Notice for Parents/Carers

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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Springhallow School, Compton Close, off Cavendish Avenue, Ealing, W13 0JG, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Judiciam Consulting Ltd (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 to:

- Personal information, such as name, date of birth, address, unique pupil number
- Contact details, contact preferences,
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, dietary requirements or special educational needs
- Exclusion information, behavior information
- Details of any medical conditions, including physical and mental health
- Attendance information, such as sessions attended, number of absences and absence reasons
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Consent forms
- Photographs
- CCTV images captured in school

Why We Use This Data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Support behavior management
- Support attendance management
- Manage admissions
- Protect pupil welfare
- Assess the quality of our services
- Statutory LA/DfE returns
- 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
- 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)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.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

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 (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this and we will explain the possible consequences of not complying. We may also hold data about pupils that we have received from other organisations, including other schools, Local Authorities and the Department for Education.

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. The [Information and Records Management Society's toolkit for schools](#) sets out how long we keep information about pupils.

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.

We share pupils' data with the Department for Education (DfE) on a statutory basis – this data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our Local Authority (LA) and the DfE under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Where it is legally required, or necessary, (and it complies with data protection law), we routinely share personal information about pupils with:

- *Our Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, statutory returns.*
- *Other Local Authorities – to meet our legal obligations to share certain information with it, such as SEN departments, for funding and support purposes*
- *The Department for Education – for statutory returns, funding purposes and research*
- *The pupil's family and representatives – to provide care and support*
- *Educators and examining bodies – qualifications and assessment*
- *Schools that the pupils attend after leaving us – for educational and pastoral support*



- *Selected third party software providers – enables pupils to access their own learning programmes in and out of school*
- *Our regulator - Ofsted*
- *Service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations – such as other Local Authorities*
- *Central and local Government- statutory returns and research*
- *Health Authorities- pastoral care, immunization projects*
- *Health and social welfare organisations – safeguarding, therapy*
- *Professional advisers and consultants – educational support*
- *Charities and voluntary organisations- funding applications*
- *Police forces, courts, tribunals- social care/pastoral care*
- *Professional bodies- educational and pupil support*
- *Youth support services – youth support services, career advisors*

National Pupil Database

We are required by law to provide information about pupils to the Department for Education as part of statutory data collections such as the school 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 law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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 as conducting research and analysis, producing statistics, providing information advice or guidance. Such organisations must agree to strict terms and conditions about how they will use the data – the Department has robust processes in place to ensure the confidentiality of the data and has stringent controls over the access and use of the data. Decisions on whether the DfE will release the 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

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 pupil information to our LA and/or provider of youth support services, Connexions, as they have legal responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

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 our LA and/or provider of youth support services, Connexions.

Third Party Software Providers

Data is also shared with selected third party software providers. This enables pupils to access their own learning programmes from multiple providers, in and out of school. All providers are checked by the school to ensure they comply with the GDPR and satisfy the criteria of the DfE's guidance for Cloud software.

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

Under data protection legislation, 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 – Judicium Consulting Ltd, 72 Cannon Street, London EC4N 6AE, 020 7336 8403.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact: Pam Wiggins, School Business Manager.

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/processing of personal data if it would cause, or is causing, damage or distress
- Prevent it being used/processed 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 corrected, blocked, deleted or destroyed, or restrict processing 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 details below.

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:

- 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

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**:

Judicium Consulting Ltd, 72 Cannon Street, London EC4N 6AE, Tel: 020 7336 8403.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at http://www.ealing.gov.uk/info/200527/your_child_at_school/710/schools_privacy_notice or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- Data Protection Officer,
Perceval House,
14-16 Uxbridge Road,
Ealing,
London,
W5 2HL.
Email: dataprotection@ealing.gov.uk
Tel: 020 8825 8282
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk



email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

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.