



Abbey School & EYFS

Pupil Privacy Notice

Fleur Greinig

September 2018

Policy

Abbey School

Our Privacy Notice: Pupil Information

This privacy notice tells you what to expect when we collect personal information about our pupils.

1. The information we collect about our pupils include:

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality and country of birth)
- attendance (such as sessions attended, number of absences and absence reasons)
- assessment information, including examination results
- relevant medical information, including allergies and medication
- special educational needs information
- exclusions and behavioural information
- financial information (such as eligibility to receive nursery funding)

2. We need to collect this information so we can:

- support student learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with laws regarding data sharing
- communicate with our pupils and parents/carers
- process admissions
- maintain student records
- support behaviour management
- assess eligibility for nursery funding where applicable
- safeguard and promote the welfare of pupils
- assist in the prevention or detection of crimes
- respond to complaints, grievances and disciplinary investigations

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.

3. Record retention

We have a record retention schedule which sets out how long we keep pupil information for. This is available on our website at www.abbeyschool.co.uk. To request a printed copy please email admin@abbeyschool.co.uk

4. Our legal basis for processing personal information

We will only process your information where we have a lawful reason to do so. In most cases, this will be where:

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- we have your consent;
- it is necessary for us to perform a task in the public interest
- it is necessary for the legitimate interests of the school (or other third parties), except where the interests of the data subject override our interests; or
- it is necessary for entering into a contract or for the performance of a contract with the pupil/their parents or guardians.

We may also need to collect, share or use 'special' data, for example health information about our pupils, in which case we may do so where we are performing a task in the public interest, or we have a legitimate interest in processing the data and:

- we have their explicit consent; or
- it is necessary for social protection purposes (eg safeguarding of individuals at risk; protection from unlawful acts; prevention against fraud); or
- we need to comply with a legal obligation under an Act of law

5. Who we share personal information with

We do not share our pupil information with anyone unless we have consent or the law or our policies allow us to do so. We regularly share our information with the following types or organisations:

- our local authority
- school nursing team
- schools that the student attends after leaving us
- examination Boards and moderators
- National Health Service (NHS)
- pupil and parent communication service providers
- pupil learning service providers
- IT service providers to enable student access to learning services

6. Privacy Notice – Additional information for children in need and looked-after children

In addition to the details set out in this privacy notice, this section explains how we use information relating to children in need and looked-after children.

The categories of children in need and looked-after children information that we collect, hold and share include:

- information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- episodes of being looked after (such as important dates, information on placements)
- outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)

Why we collect and use this information

- to support these children and monitor their progress
- to provide them with pastoral care
- to assess the quality of our services
- to evaluate and improve our policies on children's social care

The lawful basis on which we use this information

We will process this information where one or more of the following applies:

- processing is necessary for the performance of a task carried out in the public interest
- consent has been obtained from the data subject
- processing is necessary for compliance with a legal obligation
- processing is necessary in order to protect the vital interests of the data subject or of another person

Collecting this information

- Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

- We hold pupil information in line with our record retention schedule available at the school office.

Who we share this information with

- Department for Education (DfE)
- Local Authority
- NHS

Why we share this information

- We share children in need and looked-after children's data with the Department for Education on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.
- We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so.
- Data collection requirements
- To find out more about the data collection requirements placed on us by the DfE go to: Children looked after: <https://www.gov.uk/guidance/children-looked-after-return> - Children in need: <https://www.gov.uk/guidance/children-in-need-census>

7. Requesting access to your personal data

Under data protection legislation, parents have the right to request access to the information we hold about them and their child(ren). To make a request, please write to us at admin@abbeysschool.co.uk. Please note, keeping your information secure is our top priority, therefore you may be asked to provide identification of yourself before we can release any records to you.

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 General Data Protection Regulations
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If you would like to exercise any of these rights, please write to us at admin@abbeysschool.co.uk

Contact Us

If you would like to discuss anything in this privacy notice, or if you have concerns about the way we are collecting or using your personal data please contact our Data Protection Officer, Amber Badley at admin@abbeysschool.co.uk

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

Further information

Our Data Protection Officer is an external consultant from Firebird Data Protection Consultancy Limited (Firebird), who performs this role under a service contract through Babcock Learning Development Partnership (Babcock LDP).

For information about how Firebird handles personal information, please visit their website at www.firebirdltd.co.uk For information about how Babcock LDP handles personal information, please visit their website at www.babcock-education.com