

**Privacy Notice
for Pupils in Schools, Alternative Provision and Pupil Referral Units and Children in
Early Years Settings**

**Data Protection Act 1998
and General Data Protection Regulation (GDPR) May 2018**

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, Corbets Tey School, Harwood Hall Lane, Upminster, RM14 2YQ are the 'data controller' and Gaynor Griffin-Stenning is the school's 'data compliance officer' for the purposes of data protection law.

Our data protection officer is Christine MacPherson – dpo@corbetstey.havering.sch.uk
We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

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, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- 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
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- 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

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 our legal obligations. We comply with the record retention schedule for schools as published by the Information & Records Management Society which may be accessed at the following web address: <http://irms.org.uk/page/SchoolsToolkit>

This schedule 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.

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 – to meet our legal obligations to share certain information with it, such as safeguarding concerns, exclusions, assessment data, SEN information, admissions and leavers, free school meal and pupil premium data, data required for funding purposes, internal audit, school census, Educational Welfare Officer, Behaviour support services
- The Department for Education - to meet our legal obligations to share certain information such as assessment data, exclusions, admissions, school census.

- The pupil's family and representatives - to meet our legal obligations and to carry out our public task of educating our pupils for example assessment data, medical and health information, behaviour reports.
- Educators and examining bodies - to meet our legal obligations and to carry out our public task of educating our pupils
- Our regulator, Ofsted - to meet our legal obligations and to carry out our public task of educating our pupils
- Suppliers and service providers – to enable them to provide the service we have contracted them for such as provision of school meals and milk, enable processing of payments in school, facilitate educational visits, insurance providers, specialist software to measure baseline, progress, achievement in curriculum areas across the key stages
- Survey and research organisations where there is a statutory obligation or as part of carrying out our public task of educating our pupils
- Health authorities to meet our legal obligations and carry out our public task of educating and safeguarding our pupils - such as the school nurse, CAMHS, the NHS and where required specialist medical practitioners
- Health and social welfare organisations to meet our legal obligations and carry out our public task of educating and safeguarding our pupils such as social workers, outreach workers and to enable effective home-school support for our pupils
- Professional advisers and consultants to meet our legal obligations and carry out our public task of educating and safeguarding our pupils such as school counsellors, speech therapists, educational consultants, educational psychologists
- Charities and voluntary organisations - in consultation with our families we may share information with the Foodbank, the Salvation Army and other organisations which our families may wish us to contact on their behalf
- Police forces, courts, tribunals - to meet our legal obligations and carry out our public task of educating and safeguarding our pupils
- Professional bodies - to meet our legal obligations and carry out our public task of educating and safeguarding our pupils.

Parents/Carers and students over the age of 13 years, please read the below carefully

Once a child is aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the name and address of the child and their parents (and their date of birth) and any further information relevant to the support services' role.

However, until a child is aged 16 or older, their parent(s) can ask that no information beyond their name, address and date of birth (and their name and address) be passed on to the youth services provider. This right transfers to them on their 16th birthday. Please inform the school office if this is what the students or the parents wish. Although, the students mental capacity and capability age may affect them making these decisions.

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](http://www.gov.uk/government/collections/national-pupil-database) (NPD) (www.gov.uk/government/collections/national-pupil-database), 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 our data protection officer. Christine MacPherson dpo@corbetstey.havering.sch.uk

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact headteacher@corbetstey.havering.sch.uk

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
dpo@learningfederation.sch.uk

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
dpo@corbetstey.havering.sch.uk

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**:

- **Mrs Christine MacPherson - dpo@corbetstey.havering.sch.uk**
- 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.

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:

- London Borough of Havering Council
Town Hall
Main Road
Romford RM1 3BD

Website:www.havering.gov.uk

email: helen.illing.havering.gov.uk

Telephone: 01708 434343

- 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

In addition for Secondary and Middle deemed Secondary Schools