



Kendrick School

General Data Protection Regulations (GDPR) - Privacy Notice for Parents

May 2018

Introduction

This notice is to help you understand how and why we collect personal information about our students under the Education Act 1996/ Data Protection Act 1998 and EU General Data Protection Regulation (GDPR) Article 6, and Article 9 -from 25 May 2018 and what we do with that information.

Kendrick School is the data controller of the personal information you provide to Kendrick School. This means the school determines the purpose for which, and the manner in which, any personal data relating to students and their families is to be processed.

What is "personal information"?

Personal information is information that Kendrick School holds about its students and parents which identifies them and relates to them. This includes information such as name, date of birth and address examination results, medical details and behaviour records. We may also record your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

How and why does Kendrick School collect and use personal information?

The school's primary reason for using personal information is to provide students with an education. We have set out below examples of the different ways in which we use personal information and where this personal information comes from.

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to track the quality of our teaching and the learning that takes place at Kendrick School
- to comply with the law regarding data sharing
- to assess the quality of our services

We obtain information from admissions forms and from your child's previous school.

- We may also get information from professionals such as doctors and from local authorities.
- We may have information about any family circumstances which might affect your child's welfare or happiness.
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other students at the school.
- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as changing rooms.
- We will monitor your child's use of web browsing, the internet and mobile electronic devices e.g. iPads to comply with the school's E-Safety Policy when using this technology and to keep them safe.
- We may take photographs or videos of your child or you at school events to use on social media and on the school website. This is to show prospective parents and students what we do here and to advertise the

School and the activities of the Kendrick Parents' Society. We may continue to use these photographs and videos after your child has left the school.

- We may send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the school newsletter.
- We may keep details of your child's address when your child leaves the school so we can keep in touch and find out how your child is progressing.
- We may also pass your child's details onto the Kendrick alumni site.
- We may use information about your child if we need this for historical research purposes or for statistical purposes.

Financial information

- We will process financial information about you in relation to the payment of educational events, resources and fees.
- We may use information for the assessment of Free School Meals, Pupil Premium grant applications and 16-19 Bursaries.

Data Sharing

- On occasion, we may need to share information with the police.
- We may also need to share information with our legal advisers for the purpose of obtaining legal advice.
- Occasionally we may use consultants, experts, peripatetic teachers and other advisors to assist the school in fulfilling its obligations and to help run the school properly. We might need to share your information with them if this is relevant to their work.
- If your child is not of British nationality we have to make sure that your child has the right to study in the UK. We might have to provide information about you to UK Visas and Immigration to comply with our duties as a Tier 4 sponsor.
- We may share some information with our insurance company, for example, where there is a serious incident at the School.
- If you have outstanding balances while your child is at the school we may share information about this with other schools or educational establishments to which you intend to send your child.
- If your child leaves us to attend another school we may need to provide that school with information about you. For example, details of family circumstances for safeguarding reasons.
- We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations, or in connection with miscellaneous school charges.
- We may need to share information if there is an emergency, for example, if you are hurt whilst on school premises

Admissions forms give us lots of personal information. We get information from parents, previous school(s), staff and students so that we can teach and care for all our students.

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and Free School Meal eligibility)
- Medical information (such as name of GP, relevant medical conditions)
- Attendance information (such as sessions attended, number of absence, absence reasons)
- Behavioural information (such as behaviour incidents, exclusions)
- Assessment information (such as national curriculum assessments)
- Special educational needs information
- School history (such as where students go when they leave us)

Whilst the majority of student 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 student information to us or if you have a choice in this.

Our legal grounds for using personal information

This section contains information about the legal basis that we are relying on when handling your information.

Kendrick School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, Local Authority and or the Department for Education.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK Law, including those 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

Legitimate interests

This means that the processing of personal data is necessary for appropriate and genuine interests except where the processing is unfair to you. The school relies on legitimate interests for most of the ways in which it uses your information.

Specifically, Kendrick School has a legitimate interest in:

- Providing you with an education.
- Safeguarding and promoting student welfare
- Promoting the objects and interests of the school, this includes fundraising and marketing. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid school charges are due e.g. for educational trips etc.
- Facilitating the efficient operation of the school.
- Ensuring that all relevant legal obligations of the school are complied with.

In addition personal information may be processed for the legitimate interests of others. For example, we may use information when investigating a complaint made by a fellow student or member of staff or legitimate interest from another school for outstanding debts.

If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to the Headteacher.

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legal obligation

Where the school needs to use your information in order to comply with a legal obligation, for example to report a concern about your wellbeing to Children's Services. We may also have to disclose information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital and Public Interests

Kendrick School considers that it is acting in the public interest when providing education. Kendrick School considers it is acting to protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious or to prevent someone from being seriously harmed or killed.

Substantial Public Interest

The processing is necessary for reasons of substantial public interest.

Special Categories

Kendrick School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical purposes

This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid.

Sending information to other countries

We may send your information to other countries where:

- We communicate with you or your child when you are overseas (for example, during the summer holidays if you live or travel to a different country).
- The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: http://ec.europa.eu/justice/data-protection/internationaltransfers/adequacy/index_en.htm
- If information is stored on computer servers based overseas.

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then it might not have the same level of protection for personal information as there is the UK.

Who do we share information with?

In some cases, personal data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Kendrick School upholds are imposed on the processor.

We routinely share student information with:

- Universities and other establishments that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Examination boards
- Child welfare services
- Peripatetic Teachers

Department of Education (DfE)

We are legally required to share students' data with the DfE on a statutory basis. This data sharing underpins the school's funding and educational attainment policy and monitoring.

Youth and Careers support services

Once students reach the age of 13, we also pass student 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 carer can request that only their child's name, address and date of birth is passed to their local authority or provider of youth and careers support services by informing us. This right is transferred once a student reaches the age 16.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about students in schools in England. It provides important evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and examination boards.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school 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.

The Department may share information about our students 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 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 how long do we keep your information?

We will keep a record of the majority of student personal information until they are 21 years old however, in some circumstances we may keep information for a longer time. We would only do this if we had a good reason and only if we are allowed to do so under data protection law. For example we are legally required to keep any special educational needs files until students are 25 years old.

We can keep information about students for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful to write a book about the school.

What decisions can you make about your information?

From May 2018 you will be able to make various decisions about personal information stored. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- If information is incorrect you can ask to correct it;
- You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- You can ask to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- You can ask the school to send you, or another organisation, certain types of information about you in a format that can be read by computer; and
- Our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- You can object to processing of personal data that is likely to cause, or is causing, damage or distress
- You can in certain circumstances, have personal data, blocked, erased or destroyed;
- Claim compensation for damages caused by a breach of the Data Protection Regulations
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time e.g. direct marketing and fundraising

Like other organisations we need to keep personal information safe, up to date, only use it for its original purposes, destroy it when it is no longer needed and treat the information we get fairly.

Please contact the school's GDPR Lead if:

- you have any questions or concerns
- you object to the school using your information for marketing
- you would like the school to update the information we hold about you
- you would prefer that certain information is kept confidential.

If you have any concerns about the way Kendrick School and/or the DfE is collecting or using your personal data, you can raise a concern with the GDPR School Lead in the first instance or contact Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm or <https://ico.org.uk/concerns/>

Key Officers:

Headteacher: Ms Christine Kattirtzi

Deputy Headteacher: Mr Nicolas Simmonds

GPDR School Lead: Mrs Isabelle Sandy

Administration Manager: Ms Amanda Emberson

Data Protection Officer (DPO): To Be Confirmed.