



## Monkfrith GDPR

### Privacy Notice – Children and Parents/Carers

The categories of personal information that we process include the following:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – including the needs and professional assessments, disability and access requirements
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behaviour information** – e.g. exclusions and any relevant alternative provision put in place
- **Data from other organisations** – other schools, local authorities and the Department for Education

#### **Why do we collect and use your information?**

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral or medical care
- To assess the quality of our services
- To administer admissions
- For communication

- To keep pupils safe
- To facilitate parental donations to the school
- To meet the statutory duties placed on us for government data collections

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing pupil information are:

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 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Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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 allow and justify our use of this data.

We collect and use parent/carer information under

- The Education Act (various years)
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (UK GDPR) (includes special category data)
- Article 23 UK GDPR (Restrictions prevention, investigation and detection of crime)
- Data Protection Act 2018 Schedule 1 paragraph 18

### **How do we collect your information?**

Pupil data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

### **How do we store your information?**

We keep personal information about parents and carers of 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 keep information about parents and carers of pupils in accordance with the Information and Records Management Society's retention periods.

### **Who do we share parent/carer information with?**

We routinely share parent/carer information with:

- Schools that the pupils attend after leaving us

- Department for Education
- NHS (Including CAMHS, Social Care, therapy providers and organisations)
- Local Authority Barnet
- Police, courts and tribunals
- Consultants, professional advisers and bodies
- Examining bodies
- The pupil's family and representatives
- Arbor MIS
- Google classroom
- Student assessment/ teaching companies (Times Table Rockstars, White Rose)
- Evolve
- Child Protection Management Systems – CPOMS
- Croft IT system
- London Grid for Learning - LGFL
- WONDE
- Financial organisations
- Auditors
- Other companies/people/organisations in reasonable circumstances
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Other companies/people/organisations in reasonable circumstances

### **Why do we share parent/carer information?**

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under: Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework,, which can be found by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

### **How to request access to your personal data?**

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.

- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

To make a request please contact the office at [office@monkfrithschool.co.uk](mailto:office@monkfrithschool.co.uk)

### **How can I find out what personal information the DfE holds about me?**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link:

<https://www.gov.uk/contact-dfe>.

If you have a concern about the way that we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office.