



CANON SLADE SCHOOL

Privacy Policy (Pupils and Parents)

Privacy notice for parents/carers and pupils

How we use pupil information.

Under the new General Data Protection Regulations (2018) (GDPR), individuals have a right to be informed about how the school uses personal data.

This privacy notice explains how we collect, store and process personal data linked to the pupils at Canon Slade School.

The personal data we hold

Personal data about pupils in our school that we may collect hold and store use, for legal purposes (when appropriate) 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;
- Attendance and Behaviour records;

- Details of any medical conditions, including physical and mental health;
- Safeguarding information;
- Details of any support received, including care packages, plans and support providers;
- Photographs;
- CCTV images captured in school;
- Biometric data (fingerprints for use in the dining room).

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.

Our legal basis for using this data

Under the GDPR (2018), the legal basis for collecting personal data is to enable Canon Slade School to carry out the PUBLIC TASK of educating pupils in accordance with the legal framework.

Most commonly, we process pupil's data when:

- 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 e.g. for a school visit or for marketing purposes;
- We need to protect the individual's vital interests or those of someone else.

When consent to use pupil's personal data has been obtained, we will make it clear that this consent can be withdrawn at any time and explain how this can be achieved.

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. Our record retention schedule/records management policy sets out how long we keep information about pupils. Currently the legal obligation is to retain all relevant data up to the pupil's 25th birthday.

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 to carry out school functions we may share personal information about pupils, in accordance with the GDPR. Any data that is shared electronically will be encrypted.

The information will be shared with, but not limited to:

- Bolton LEA - to meet legal obligations by sharing information such as safeguarding concerns and exclusions;
- The Chair of Governors or Canon Slade's representative;
- The Bishop Fraser Trust;
- The Department for Education;
- The pupil's family and representatives;
- Educators and examining bodies;
- Ofsted;
- Suppliers and service providers – to enable them to provide the service we have contracted them for;
- Financial organisations;
- Central and local government;
- Our auditors;
- Government authorised survey and research organisations;
- Health authorities;
- Security organisations;
- Health and social welfare organisations;
- Professional advisers and consultants;
- Charities and voluntary organisations;
- Police forces, courts, tribunals;
- Work Experience providers;
- Professional bodies
- Post 16 education and training providers;
- Post 16 careers services;
- Post 16 youth support services.
- CPOMS.

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 year's 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 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 for Education'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 on certain information about them to Bolton Local Authority (LA), as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables the LA 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 Bolton LA.

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.

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, 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 and complete a Subject Access Request Form. Our aim is to respond promptly and within the legal limit of 40 days. (details at the end of this policy).

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.
- The right to erasure of data that is considered legally redundant.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you consider 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 Mrs C Lucas, our Data Protection Officer at the school.