

Grangewood Independent

SCHOOL PRIVACY NOTICE – PARENTS/CARERS

Privacy Notice - Data Protection Act 1998

How We Use Pupil Information

We at Grangewood Independent School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning
- monitor and report on your progress
- provide appropriate pastoral care
- assess how well our school is doing

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

- Personal information (such as name, address, and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and special educational needs)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Any relevant medical information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

Consent

Your consent to hold this data must be freely given and must be a positive indication of your agreement to your personal data being processed. It will be assumed that your consent will be based on the following.

Our Legal Grounds for Using Your Information

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

Legitimate Interests

This means that the processing is necessary for legitimate 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, the School has a legitimate interest in:

- Providing educational services to your child
- Safeguarding and promoting the welfare of your child (and other children)
- Promoting the objects and interests of the School. This includes fundraising. 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 fees are due
- Facilitating the efficient operation of the School
- Ensuring that all relevant legal obligations of the School are complied with

In addition, your personal information may be processed for the legitimate interests of others. For example, another school will have a legitimate interest in knowing if you have not paid School fees that are due to us.

If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to **Mrs Siddons, nee Suarez** (School Secretary).

Necessary for a Contract

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 to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority, or the police where legally obliged to do so.

Vital Interests

For example, to prevent someone from being seriously harmed or killed.

Public Interest

The School considers that it is acting in the public interest when providing education.

Special Categories

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

Substantial Public Interest

The processing is necessary for reasons of substantial public interest.

Vital Interests:

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

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.

Consent

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. Please speak to Mrs Siddons, nee Suarez (School Secretary) if you would like to withdraw any consent given.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority Children's Services and the Department for Education (DfE).

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 (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

How Long We Keep Your Information For

We keep your information for as long as we need to, in order to educate and look after your child. We will keep some information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you 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 if someone wanted to write a book about the School.

What Decisions Can You Make About Your Information?

From May 2018 data protection legislation gives you a number of rights regarding your information. 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 us 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 us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- 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 have a right to complain to the ICO if you think there is a problem with the way the school is handling your data.

Subject Access Requests

In most cases the school will not charge for complying with a request and we will normally respond within one month to comply. Grounds for refusing to comply with a subject access request are: manifestly unfounded or excessive requests, which may be charged for or refused, if deemed groundless, extreme, or disproportionate.

Contact

If you would like to discuss anything in this privacy notice, or if you would like to see a copy of the information we hold and share about you then please contact: Mrs Suarez (School Secretary).

If you require more information about how the DfE store and use this data, please contact them via: <https://www.gov.uk/contact-dfe>

If your enquiry/complaint relates to the Data Protection Act 1998, you can contact the Information Commissioner at:

The Information Commissioner

Wycliffe House

Wilmslow

Cheshire SK9 5AF

Phone: 0303 123 1113