

GDPR Pupil and Parent Privacy Notice – May 2018

Rhodes Avenue Primary School

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, Rhodes Avenue Primary School, Rhodes Avenue, Wood Green, London, N22 7UT, are the Data Controller for the purposes of data protection law. Our GDPR Lead in school is Maria Panayiotou and our Data Protection Officer is currently Fiona Doyle (see end of notice for contact details).

Pupil information that we collect, hold and share

Rhodes Avenue Primary School collects, holds and shares certain personal data relating to pupils and their families that you provide us. The School collects and uses pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989.

In addition to data provided by parents, the School also receives information regarding pupils from previous schools, Haringey Council or the Department of Education (DfE). This includes:

- Personal information – such as names, unique pupil numbers and addresses, contact preferences;
- Characteristics – such as ethnicity, language, nationality, country of birth and free school meal eligibility;
- Attendance information – such as sessions attended, number of absences and absence reasons;
- Assessment information – such as national curriculum assessment results;
- Relevant medical information;
- Information relating to Special Educational Needs Information (SEND);
- Safeguarding information;
- Photographs;
- Behavioural information – such as temporary or permanent exclusions.

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.

Why we collect and use this information

Rhodes Avenue Primary School will collect and use personal data relating to pupils and their families to:

- Support pupil learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care;
- Assess the quality of our services;
- Administer admissions waiting lists;
- Carry out research;
- Comply with the law regarding data sharing;
- Safeguard pupils.

The lawful basis on which Rhodes Avenue Primary School uses this information

Rhodes Avenue Primary School collects and uses pupil information under the submission of the school census returns, including a set of named pupil records, and is a statutory requirement on schools under Section 537A of the Education Act 1996. Putting the school census on a statutory basis complies with Article 6 and Article 9 of the GDPR which set the lawful basis for processing data and:

- means that schools do not need to obtain parental or pupil consent to the provision of information;
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils;
- helps to ensure that returns are completed by schools.

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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 vital interests).

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.

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.

Why we share pupil information?

The School does not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Rhodes Avenue Primary School shares pupils' data with the DfE on a statutory basis such as the school census information and early years' census. This data sharing is used to assess school funding, educational attainment policy and monitoring.

The School is also required to share information about our pupils with Haringey Council as the local authority and the DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The information is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

Rhodes Avenue Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, for example, the school census; some of this information is then stored in the NPD.

The DfE may share information about Rhodes Avenue Primary School pupils taken from the NDP with other organisations who promote the education or wellbeing of children in England by:

- Conducting research or analysis;
- Producing statistics;
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. To contact DfE: <https://www.gov.uk/contact-dfe>.

Processing your data

In some cases, the School will contract with an external organisation to process your data. The same data protection rules will apply to any external organisation.

Who the School shares pupil information with / will my information be shared?

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:

- Schools that our pupils attend after leaving us;
- Haringey Council;

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- The Department for Education (DfE);
- The pupil's family and representatives;
- Education Welfare Office;
- Educators and examining bodies;
- Health authorities;
- Health and social welfare organisations;
- Professional advisers and consultants;
- Police forces, courts, tribunals;
- Haringey Educational Partnership.

Unless the law requires the School to share your data, it will only do this with your consent.

How long is your data stored for?

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. Personal data relating to pupils at Rhodes Avenue Primary School and their families is stored in line with the School's GDPR Data Protection Policy. The School does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. The Information and Records Management Society's toolkit for schools sets out how long we keep information about our pupils.

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Rhodes Avenue Primary School uses your personal data;
- Request access to the personal data that Rhodes Avenue Primary School holds;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no compelling reason for its continued processing;
- Request that the processing of your data is restricted;
- Object to your personal data being processed.

Requesting access to your personal data

Under data protection legislation (the General Data Protection Regulations and Data Protection Act 2018), 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 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.

Requests for your personal information, or be given access to your child's educational record, must be made in writing; which includes email to the school office office@rhodes.haringey.sch.uk, and be addressed to the Head Teacher, Mr Adrian Hall. If the initial request does not clearly identify the information required, then further enquiries will be made. The identity of the requestor must be established before the disclosure of any information, and checks should also be carried out regarding proof of relationship to the child.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- 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.

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Where can you find out more information and who to contact?

If you would like to find out more information about how Rhodes Avenue Primary School collects, uses and stores your personal data, please read our GDPR Data Protection Policy. If you would like to discuss anything in this privacy notice, Maria Panayiotou (Deputy Headteacher) acts as the GDPR Lead for Rhodes Avenue Primary School with regard to its Data Controller responsibilities and is available on 0208 888 2859 or via email at mpanayiotou.309@lgflmail.org. Rhodes Avenue Primary School's Data Protection Officer (DPO) is currently Fiona Doyle and the DPO may be contacted on RhodesAveDPO@gmail.com.

We take any complaints about our collection and use of personal information very seriously. If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern 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:

- <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.