



Privacy Notice for Parents/Guardians

(How We Use Your Information & Your Child's Information)



Introduction

This notice is to help you understand **how** and **why** we collect personal information about you and your child, and **what** we do with that information. It also explains the decisions that you can make about your own information.

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 and parents/guardians**.

We, Brentside Primary Academy are the 'Data Controller' for the purposes of data protection law.

Our Data Protection Officer is **Jemima Smith**

What is personal information?

Personal information is information that identifies you or your child as an individual and relates to you or your child.

Personal data that we may collect, use, store and share (when appropriate) about pupils and parents/guardians includes, but is not restricted to:

- Contact details (address, email, phone numbers) , contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, religion, eligibility for free school meals, English as an additional language, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- National Insurance Number or NASS number
- Details of benefits received

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

How and why does the school collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The School's primary reason for using your personal information is to provide educational services to your child.

- We obtain information about you and your child 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 pupils at the School.
- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets or changing rooms.
- We may take photographs or videos of pupils at school events to use on our website or to display around the school. This is to show prospective parents and pupils what we do here and to advertise the school. 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 use information about you if we need this for historical research purposes or for statistical purposes.

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 regarding data sharing

Sharing personal information with third parties

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 the pupil's attend after leaving us
- Our local authority (Ealing Borough Council)
- The Department for Education (DfE)
 - We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- 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 and other advisors to assist the school in fulfilling its obligations and to help run the school properly.
- 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.
- We may share some information with our insurance company, for example, where there is a serious incident at the school.
- 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.
- We may need to share information if there is an emergency, for example, if you are hurt whilst on school premises.

Our legal grounds for using your information

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
- We have a legitimate interest in collecting the data

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 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 justify our use of this data.

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 Retention of Records Policy sets out how long we keep information about pupils.

Pupil Documents	Retention Period
Admission Registers	Date of last entry in the book (or file) + six years (6 Years)
Attendance registers	Date of register + three years (3 Years)
Pupil files	Retain for the time which the pupil remains at the school
Special Educational Needs files, reviews and Individual Education Plans	Until the pupil is 25 years old- This information is transferred to a pupil's new school
Child Protection information	DOB + twenty five years (25 Years)
Letters authorising absence	Date of absence + two years (2 Years)
Absence books	Current year + six years (7 Years)
Examination Results <i>Public</i> <i>Internal examination results</i>	Year of examinations + six years (6 Years) Current year + five years (6 Years)
Examination Papers	1 Year from date of Exam (1 Year)
Any other records created in the course of contact with pupils	Current year + three years (4 Years)
Statement maintained under The Education Act 1996 - Section 324	DOB + twenty five years (25 Years)
Proposed statement or amended statement	DOB + twenty five years (25 Years)
Advice and information to parents regarding educational needs	DOB + twenty five years (25 Years)
Accessibility Strategy	DOB + twenty five years (25 Years)
Parental Consent forms for Trips & Activities (with no major incident)	Keep until the end of the academic year (1 Year)

Pupil Documents	Retention Period
Parental Consent forms for Trips & Activities (with a major incident)	Keep until the pupil(s) involved in the incident are 25 years old
Pupil Books & Homework records	Current Year + One year (2 Years)
Dinner Register	Current year and previous three years (4 Years)
School Meals Summary Sheets	Current year and previous three years (4 Years)
Application for Free School Meals	Whilst child is in school
Free School Meals Register	Current year + six years(7 Years)

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.

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'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.

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 been, 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.

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.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that 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 our **Data Protection Officer**:

Jemima Smith
Bretnside Primary Academy
Kennedy Road
Hanwell
W7 1JL