



REDDIFORD SCHOOL

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GDPR Privacy Notice - REDDIFORD SCHOOL

Who processes your information? Reddiford School is the Data Controller of the personal information you provide to us. This means the school determines the purposes for which and the manner in which, any personal data relating to pupils and their families is to be processed.

The School Bursar, is the Data Protection Officer and acts as the Representative for Reddiford School with regard to its Data Controller Responsibilities. The Data Protection Officer's role is to oversee and monitor the school's data protection procedures and to ensure compliance with GDPR. They can be contacted on 0208 866 0660 or bursar@reddiford.org.uk.

Why do we collect and use this information? Reddiford School holds the legal right to collect and use personal data relating to pupils and their families and we may also receive information regarding them possibly from a previous school, a local authority and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interest set out in GDPR and UK law, including those in relation to the following:

Article 6 (general personal data) and Article 9 (special categories of personal data) of GDPR (live 25 May 2018), the Education Act 1996, Regulation 5 of the Education (information about individual pupils) (England) Regulations 2013. In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

To support pupil learning.

To monitor and report on pupil progress.

To provide appropriate pastoral care.

To assess the quality of education provided by the school.

To process Nursery Education Grant funding for eligible Early Years pupils.

For educational Censuses (including DfE/ISC Censuses).

Social Services etc as required.

Reddiford School uses the data collected solely for the education and administration of educational services at the school. In addition, the school uses photographic data for marketing purposes, with the agreement of parents.

The lawful basis on which we use this information: - We collect and process pupil and parent data under the GDPR legislation and use such data for general educational processes.

Collection of data for Censuses is within the legal requirements of the Education Act 1996 – this information can be found in the census guide documents on the following website - <https://www.gov.uk/education/data-collection-and-censuses-for-schools>]

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information (such as name, address, parent/carer email addresses, pupil emergency family/carer contact details etc).
- Characteristics (such as ethnicity, language, religion, nationality, country of birth, gender etc).
- Attendance information (such as sessions attended, number of absences and absence reasons, including formal absence requests).
- Assessment information (including SATs).
- Relevant medical information.
- Behaviour information (including sanctions and exclusions).
- Marketing (such as educational photographs).

Collecting pupil information - Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. When consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Storing pupil/parental data - Personal data relating to pupils at Reddiford School and their families is stored in line with the school's GDPR Data Protection Policy and Retention Schedule.

In accordance with GDPR, 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. Data storage is reasonable and proportionate in line with our Retention Schedule.

Reddiford School's Data Protection Policy and Retention Schedule is available from the School Office upon request.

Who we share pupil information with - The school is required to share pupils' data with the DfE on a statutory basis, in the form of their annual Census. This information is summary information, from Article 6 and Article 9 of GDPR and does not include individual children's names, addresses etc. 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>.

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us.

- Our local authority.
- The Department for Education (DfE).
- Ed Psych reports.
- Outside Educational agencies.

Why we share pupil information - We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

For information about which organisations the department has provided pupil information to, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>. To contact the DfE: <https://www.gov.uk/contact-dfe>

Data collection requirements – 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>.

The National Pupil Database: The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It 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.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the School Census and Early Years Census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD - <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

Conducting research or analysis.

Producing statistics.

Providing information, advice or guidance.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

Who is requesting the data.

The purpose for which it is required.

The level and sensitivity of data requested: and

The arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Requesting access to your personal data - Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to be given access to your child's educational record, contact The Data Protection Officer at Reddiford School. The school will provide copies of data held, via the completion of a Subject Access Request Form (SAR).

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.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact - If you would like to discuss anything in this Privacy Notice, please contact The Data Protection Officer (School Bursar) at Reddiford School.

Privacy Statement – In line with current GDPR legislation, Reddiford School collects relevant and proportionate data, which is used for educational, business and marketing purposes. Data is stored appropriately and confidently. Data is kept for a reasonable length of time and destroyed in line with our Retention Policy. The school is committed to data protection compliance and good housekeeping. Data is not sold on to any other company and used solely for the purpose of which it is intended. Data is only obtained/stored and kept for essential educational, business and regulatory purposes.