

Chiswick & Bedford Park Preparatory School

Pupil and Parent Privacy Notice

Chiswick & Bedford Park Preparatory School and Nursery (“the School”) collects, stores and processes relevant personal data as part of its everyday operations and has an obligation to process it in accordance with the General Data Protection Regulation (2018). This notice provides information about how the School collects, stores and processes personal data about individuals including current and prospective pupils and their parents, carers or guardians (referred to in this notice as “parents”).

The School is committed to protecting and respecting the privacy of parents and children. 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’ to individuals where we are collecting and/or processing their personal data.

The School is the ‘data controller’ for the purposes of data protection law.

Our Data Protection Officer (DPO) is Turn IT on dpo@turniton.co.uk 01865 597620..

The School is registered with the Information Commissioner’s Office (ICO). The registration number is A1040764.

The Personal Data held by the School

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

- Names, addresses, telephone numbers, email addresses and other contact details
- Date of birth, identification documents of pupils
- Attendance information, behavioural records, any exclusion information
- Academic records, results of internal assessments, externally marked assessments and entrance examinations
- Where pupils go when they leave the School
- References given or received by the School about pupils
- Reports from other professionals working with pupils
- Characteristics, such as special educational needs or disabilities (SEND)
- Details of any medical conditions, including physical and mental health
- Safeguarding and child protection records
- Details of any support received, including care packages, plans and support providers
- Fee payers’ bank details
- Photographs
- CCTV images captured by cameras on the exterior of the School building

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

Why we use this data

We use this data to:

- Provide education services (including SEND) and extra-curricular activities to pupils
- Monitor and report on pupil progress
- To safeguard pupils' welfare and provide appropriate pastoral care and medical care
- Assess the School's performance
- Administer admissions and waiting lists
- To confirm the identity of prospective pupils
- Monitor the School's ICT systems in accordance with the School's e-safety Policy and Acceptable Use Agreements
- To issue invoices and process payments
- For security purposes and for regulatory purposes and to comply with the School's legal obligations

Our legal basis for using this data

We only collect and process pupils' and parents' 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 fulfil our contract with you

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 and parents 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. The School has in place technical and organisational measures to ensure a level of security that is appropriate to the sensitive nature of the personal data that we process.

Data sharing

We do not share information about pupils with any third party without consent unless the law and/ or 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:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The DfE - to complete and return school census and early years' census
- The pupil's family and representatives – to share school reports, assessment results, accident reports
- Educators and future schools – to send reports on pupils' attainments, interests and potential
- Ofsted- to meet our legal obligations to share certain information with Ofsted, such as tracking pupils' progress, attendance, pupil outcomes
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – child care vouchers
- Our auditors – staff salaries, school fees and deposits
- Health authorities – medical conditions including physical and mental health
- Health and social welfare organisations – to meet our safeguarding obligations
- Professional advisers and consultants – to enable them to provide a service to the school
- Police forces, courts, tribunals – to meet our legal obligations

National Pupil Database

We are required to provide information about 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 National Pupil Database (NPD), which is owned and managed by the DfE 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 DfE 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 DfE's webpage on how it collects and shares research data.

You can also contact the DfE 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' (SAR) to gain access to personal information that the school holds about them.

Parents can make a SAR 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.

If you make a SAR, 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; and
- 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 DPO.

Parents may request access to their child's educational record, although there is no automatic parental right of access. Each request will be considered separately and will be at the discretion of the Headmistress.

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 DPO, Turn IT on dpo@turniton.co.uk

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 DPO, Turn IT on dpo@turniton.co.uk 01865 597620.

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 DPO, Turn IT on dpo@turniton.co.uk 01865 597620.

Date reviewed	Date of next review	Date approved and agreed by Proprietors
August 2020	August 2021	August 2020