

## **Appendix 6 : Privacy Notice (Parent/Carer)**

### **Privacy notice for parents/carers – use of your child’s personal data**

Under data protection law, individuals have a right to be informed about how the School uses any personal data the School hold about them. The School comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where the School are processing their personal data.

This privacy notice explains how the School collect, store and use personal data about individuals applying for jobs at the school.

The School, Audenshaw School, Hazel street, Manchester. M34 5NB are the ‘data controller’ for the purposes of data protection law.

The data protection officer is Mrs S Monks (see ‘Contact us’ below).

#### **The personal data the School hold**

Personal data that the School may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, 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

The School may also hold data about students that has been received from other organisations, including other schools, local authorities and the Department for Education.

#### **Why the School use this data**

The School use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of the services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

#### **The legal basis for using this data**

The School only collect and use student’s personal data when the law allows us to. Most commonly, the School process it where:

- The School need to comply with a legal obligation

- The School need it to perform an official task in the public interest

Less commonly, the School may also process student's personal data in situations where:

- The School have obtained consent to use it in a certain way
- The School need to protect the individual's vital interests (or someone else's interests)

Where the School have obtained consent to use student's personal data, this consent can be withdrawn at any time. The School will make this clear when the School ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using student's personal data overlap, and there may be several grounds which justify the use of this data.

## Collecting this information

While the majority of information the School collect about students is mandatory, there is some information that can be provided voluntarily.

To collect information from a student it is made clear whether providing it is mandatory or optional. If it is mandatory, The School will explain the possible consequences of not complying.

## How the School store this data

Personal information about students is kept while they are attending the School. This may also be kept beyond their attendance at the school if this is necessary in order to comply with the legal obligations. The Retention Schedule sets out how long the School keep information about students and is based on guidance provided by the [Information and Records Management Society's toolkit for schools](#)

## Data sharing

The School do not share information about students with any third party without consent unless the law and the policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) the School may share personal information about students with:

- The local authority – to meet the legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The student's family and representatives
- Educators and examining bodies
- The regulator i.e.. Ofsted
- Suppliers and service providers – to enable them to provide the service the School have contracted them for. The School will ensure all providers are GDPR compliant
- Positive Steps, i.e. Careers advice and work experience.
- Financial organisations
- Central and local government
- The auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

## **National Pupil Database**

The School are required to provide information about students 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 for Education 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 welfare in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department of Education'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.

## **Youth support services**

Once the students reach the age of 13, the School are legally required to pass on certain information about them to Tameside Metropolitan Borough Council as it has legal responsibilities regarding the education or training of 13-19 year olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or students once aged 16 or over, can contact the data protection officer to request that the School only pass the individual's name, address and date of birth to Tameside Metropolitan Borough Council

## **Transferring data internationally**

Where the School transfer personal data to a country or territory outside the European Economic Area, the School will do so in accordance with data protection law.

## **Parents' and students' 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.

If a subject access request is requested, and if the School do hold information about the parent and their child, the School will:

- Describe the data
- Explain why the School are holding and processing it, and how long it will be kept for
- Explain where the School got it from, if not from the parent or their child
- Explain 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 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 a request is to be made please contact the 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 the data protection officer.

## **Complaints**

The School take any complaints about the collection and use of personal information very seriously.

If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about the data processing, please raise this with the School in the first instance.

To make a complaint, please contact the 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 the data protection officer:

- Mrs S Monks
- 0161 336 2133
- [monkss@audenshawschool.org.uk](mailto:monkss@audenshawschool.org.uk)