

Pupil Privacy Notice for Parents

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Rationale

This notice contains the key information about **how and why** Queen Elizabeth's Grammar, Alford collects your child's personal information and **what** we do with that information. It also explains the decisions that you can make about your child's information.

Personal information is information that identifies your child as an individual and relates to your child. For example, information about how well your child is doing at school and any information that we need to take care of your child. Photographs and videos of your child also count as their personal information.

We are giving you this notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (Y12/13) they will be considered mature enough to exercise their own data protection rights.

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

Below are some examples of the different ways in which we use personal information and also where this information comes from. Our primary reason for using your child's information is to provide your child with an excellent education.

Examples of where the data comes from

- The admissions form which you complete give us personal information about your child. We get information from your child, their teachers and other pupils. Your child's previous school also gives us information about your child to enable us to teach and care for them effectively.
- As part of our teaching we will make judgements about your child's work and this will be stored and forms part of the information that goes into our reporting systems.
- Registers are taken each day by your child's form tutor and this information is then stored in our Management Information System (MIS).
- Sometimes we get information from your child's doctor and other professionals, which we need to look after your child as well as possible.

We collect this information to help the School run properly, safely and to inform others what we do here.

Examples of how we use the data and who it may be shared with

- We need to tell all appropriate members of staff if your child is allergic to something or might need extra help with some tasks.
- We may need to share information about your child's health and wellbeing with medical and counselling services.
- We may use CCTV to make sure the school site is safe. CCTV would not ever be used in private areas such as changing rooms.
- We may need to report some of your child's information to the Government. For example, we would need to tell the local authority that your child attends our school or let them know if we have any concerns about your child's welfare.
- We may need information about any court orders or criminal petitions which relate to your child. This is so that we can safeguard your child's welfare and wellbeing and the other pupils at the School.
- If your child is from another country we have to make sure that they have the right to study in the UK. We might have to provide their information to UK Visas and Immigration.

- Depending on where your child will go when they leave us, we may need to provide their information to other schools. For example, we may share information about your child's exam results and provide references. We may need to pass on information, which they need to look after your child.
- When your child takes public examinations we will need to share information with examination boards. For example, if your child requires extra time in exams.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry.
- If your child were to misbehave in a serious way, and the police were involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your child's academic and behaviour records with you so you can support their schooling.
- We will only share your child's information with other people and organisations when we have a good reason to do so. In exceptional circumstances, we may need to share it more widely than we would normally.
- We will monitor your child's use of email, the internet and use of any school owned electronic devices. This is to check that your child is not misbehaving when using this technology or putting themselves at risk of harm. In Y12/Y13 we will also monitor your child's use of our Internet connection when they are using our BYOD network.
- We may use photographs or videos of your child for our website and social media sites or school publications to show prospective pupils what we do here. We may continue to use these photographs and videos after your child has left the school.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a performance in PE.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to celebrate and share our achievements.

Our grounds for using your information

This section contains information about the legal basis that we are relying on when handling your child's information.

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to your child. The School relies on legitimate interests for most of the ways in which it uses your child's information.

Specifically, the School has a legitimate interest in:

- Providing your child with an excellent education.
- Safeguarding and promoting your child's welfare and the welfare of other children.
- Promoting the objects and interests of the School. This includes fundraising e.g. if we want to raise money to build new buildings etc.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.

In addition your child's personal information may be processed for the legitimate interests of others. For example, we may use information about your child when investigating a complaint made by another pupil.

Legal obligation

Where the school needs to use your child's information in order to comply with a legal obligation, for example to report a concern about your child's wellbeing to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Public interest

The School considers that it is acting in the public interest when providing education. It is also within the public interest for us to share our examination results.

Consent

For other areas we have asked for specific consent for which you will have completed a form granting us such rights. For example at the start of the year you were asked to complete a photo consent form which allows us to use your children's photos in our publicity. You have the right to withdraw this consent at any time and we will stop any future processing of your child's data relating to these areas. At the moment if you would like to withdraw consent for any areas in which you have previously given it please contact the school office. From September 2018, you will be able to manage this through the school Intranet.

We will also ask for your consent to use your child's information, with examples listed below. You have the right to withdraw this consent at any time. You will be able to review the consent you have given via your login to our Intranet system. Any use of your child's information before you withdraw your consent remains valid but it does mean we will stop any future processing of your child's data relating to these areas.

- Photos in school printed promotional material such as prospectuses/banners etc
- Photos and name for local and national press
- Photos and name for our weekly newsletter
- Photos and name for our social media accounts
- Videos and name for our social media accounts
- Biometric data for use of our library system

Retention of your child's information?

We keep your child's information for as long as we need to in order to educate and look after them. We will keep certain information after your child has left the School, for example, to enable us to write a reference. Detailed records are kept for 3 years after pupils have left the school and basic information such as name, years attended the school and examination results will be kept longer (usually 10 years).

In exceptional circumstances, we may keep your child's information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

The table below shows for how long we keep different types of information about your child.

Type of information	Retention period or the criteria used to determine the retention period
Parent correspondence and financial details	Three years after pupil has left school
Parent correspondence details (non-starter)	Three years after completion of paperwork
Pupil acceptance details	Three years after pupil has left the School
Pupil records	Transferred securely to any further school/ any records retained for three years after a pupil has left the School.
Record of pupil attending the school	10 years after the pupil has left

What decisions can you make about your child's information?

Your child's rights are as follows:

- If information is incorrect you can ask us to correct it.
- You can ask what information we hold about your child and be provided with a copy. We will also give you extra information, such as why we use this information about your child, where it came from and what types of people we have sent it to.
- You can ask us to delete the information that we hold about your child in certain circumstances. For example, where we no longer need the information.
- You can ask us to send you, or another organisation, certain types of information about your child in a format that can be read by computer.
- Our use of information about your child may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

Further information and guidance

This notice is to explain how we look after your child's personal information. If you require further information about our use of your child's data then please contact the School.

If you consider that we have not acted properly when using your child's personal information you can contact the Information Commissioner's Office: ico.org.uk.