

Privacy Notice (How we use pupil information)

The EU General Data Protection Regulation (GDPR) includes rules on giving privacy information to those whose data is held by an organization (data subjects). These are more detailed and specific than in the DPA and place an emphasis on making privacy notices understandable and accessible. Data controllers are expected to take 'appropriate measures' to ensure that this is the case.

Abercorn School Ltd is a data controller for the purpose of Data Protection Law in the UK and across the EU (UK data Protection Act 2018 and General Data Protection Regulation EU 2016/679).

This privacy notice will be provided to you at the time your data is being obtained, if it is being obtained directly. This means you get this when the school gets your data from your parents, or within a month of receiving the information.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, date of birth, contact details and address)
- characteristics (such as ethnicity and religion)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- we may also process CCTV, photos and video recordings

Why we collect and use pupil information

Data will be processed for the purposes of allowing you to make the best of your time at Abercorn School. The school will therefore have what is called a "legitimate interest" for processing basic personal data and sensitive personal data. The data the school holds will be the minimum it requires to allow you to thrive in your years here.

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care

- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)

Where the school needs to use your information to comply with a legal obligation, for example to meet the statutory duties placed upon us for DfES data collections or to report a concern about your wellbeing to Children's Services. We may also disclose your information to third parties such as the courts, the local authority, and the police or if you are from another country, to provide you with a visa to study in the UK, the UK Visa and Immigration Department.

The School may also use your information to protect your or someone else's vital interests, for example when you are seriously hurt or to prevent someone from being harmed.

How we collect pupil information

We collect pupil information via admissions and acceptance forms. We also receive information from you, your parents, teachers and other pupils whilst you are at the school. We also receive information from your previous schools to allow us to teach you and take care of you.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it we will ask for your consent. You have the right to withdraw your consent to data processing at any time. Any use of your information before you withdraw consent remains valid.

How we store pupil data

The retention period for pupil data will be until you reach the age of 25 and some sensitive personal data, such as SEN and safeguarding records, will be kept until you reach the age of 35.

Who we share pupil information with

The school will share your data with companies who have equalled the school's precautions, systems and procedures for dealing with data, these are:

- schools that pupils attend after leaving us
- our local authority
- the Department for Education (DfES)
- Catering company
- Photographer
- Health Care Service Provider
- Insurance company, police or legal advisers if you had an accident

It is not necessary for data to be shared with other countries. The exception to this will be international trips that the school organises, should this be envisaged for you, you would be contacted for your consent; the consent will be limited in time and content if it is required.

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 please speak to your class teacher or contact the Bursar.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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 Bursar at accounts@abercornschool.com