

Privacy Notice for Pupils, Parents and Carers

Under Data Protection law, individuals have a right to be informed about how the school uses any personal data that is held about them. Ifield School complies with this right by providing Privacy Notices (sometimes called Fair Processing Notices) to individuals when processing their personal data.

This Privacy Notice explains how Ifield School collects, stores and uses personal data related to pupils and their parents/carers.

Ifield School is the 'data controller' for the purposes of Data Protection law.

Ifield School's Data Protection Officer is the TenIntelligence Officer (see contact details on Page 5).

Personal Data Held

Personal data that Ifield School may collect, use, store and share (when appropriate) regarding pupils, parents and carers includes, but is not restricted to:

- Name
- Contact details, contact preferences, date of birth, identification documents
- Parental, sibling and extended family details
- Pupils who are adopted from care, looked after children, under special guardianship
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, language, eligibility for Free School Meals, Pupil Premium or Special Educational Needs and Disabilities (SEND)
- 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 of your child
- Carefully chosen and vetted educational Apps
- CCTV images

Ifield School 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

Ifield School uses this data to:

- Support pupils' learning
- Monitor and report on pupils' progress
- Provide appropriate pastoral care
- Protect pupils' welfare
- Assess the quality of our provision
- Administer admissions waiting lists
- Conduct research
- Comply with the law regarding data sharing

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In order to meet statutory requirements regarding appropriate education provision and to fulfil safeguarding requirements, we share information about school history and the latest known pupil and parent/carers address and contact details in the event of a Child Missing Education, or becoming Electively Home Educated. This information also supports the in-year admissions process.

Our Legal Basis for using this Data

Ifield School only collects and uses pupils' personal data in accordance with our legal obligations and rights applicable to Data Protection legislation. Most commonly, when:

- We need to comply with a legal obligation
- We need the data to perform an official task in public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use 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 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.

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How we Store this Data

Pupils' records are stored securely in paper files and on the school's secure server.

Ifield School keep personal information related to pupils, in line with legal obligations, and whilst adhering to the Information Management Toolkit for Schools Document.

Data Sharing

Ifield School will only share personal information with third parties when parents/carers have provided consent, or where such sharing is permitted or required by law and school policy.

Where it is legally required, or necessary (and it complies with the General Data Protection Regulation, otherwise known as the GDPR) we may share personal information about pupils with:

- Our Local Authority (e.g. admissions)
- The Department for Education (e.g. attainment)
- The pupil's family and representatives (e.g. attendance)
- Educators and examining bodies (e.g. exam papers)
- Our regulators Ofsted, Department of Education (DfE) and the Education and Skills Funding Agency (ESFA) (e.g. pupil data)
- Suppliers and service providers (e.g. sports coaches)
- Central and local government (e.g. attainment)
- Health Authorities (e.g. immunisations)
- Health and Social welfare organisations (e.g. Social Services)
- Professional advisers, bodies and consultants (e.g. Educational Psychologist)
- Police forces, courts and tribunals
- Collaborating schools for moderating purposes

National Pupil Database

Ifield School is required to provide information regarding pupils to the Department for Education (DfE) 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 DfE and provides evidence on school performance to inform research.

The information is securely collected from a range of sources including schools, Local Authorities and Examination Boards.

The Department for Education (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 Department'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.

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Transferring Data Internationally

Where transferring personal data to a country or territory outside the European Economic Area, Ifield School will do so in accordance with Data Protection law.

Pupils' and Parent/Carers 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/carers can make a request with respect to their child's data if the child is considered not to be able to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents/carers also have the right to make a Subject Access Request (SAR) with respect to any personal data the school holds about them.

If you make a Subject Access Request and if Ifield School does hold information about you or your child, we will:

- Provide a description
- Explain the purpose for which your data is held and processed, and how long it will be retained
- Inform parents/carers of the source of the data, if it was not provided directly by you
- Inform parents/carers of the individuals or organisations with whom your data has been, or may be, shared
- Inform parents/carers if any decisions about you or your child are made solely by automated means, and explain the potential impact of those decisions
- Provide you with 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.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Maddie Arnold-Jones, Headteacher.

Your Other Rights regarding your Data

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 Maddie Arnold-Jones, Headteacher.

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Complaints

We take all complaints regarding 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, contact us directly to discuss your concerns.

To make a complaint, please contact Maddie Arnold-Jones, Headteacher.

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 further information regarding any information within this Privacy Notice, please contact our Headteacher in the first instance.

- Maddie Arnold-Jones, Headteacher

If you are not satisfied with the school's action, please contact our external named Data Protection Officer:

- TenIntelligence, 50 Churchhill Square, Kings Hill, ME19 4YU Email
[Address: info@tenintel.com](mailto:info@tenintel.com)

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.