



Abbot Beyne School

Privacy notice for Parents and Carers

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 to explain where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students. We, Abbot Beyne School are the 'data controller' for the purposes of data protection law. Our data protection officer is provided by Staffordshire County Council (see 'Contact us' below).

The personal data we hold

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

This information includes:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessment and externally set tests
- Student and curricular records
- Characteristics, like your ethnic background, eligibility for Free School Meals or any 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/Images/Moving Images
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other school, local authorities and the Department for Education

Why we use this data

We use this data to:

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

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

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

Less commonly, we may process students' 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 interest)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using students' personal data information 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 students is mandatory, there is some information that can be provided voluntarily

Wherever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional, we will explain the possible consequences of not complying.

How we store this data

We will keep personal information about students 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. Our retention policy is based upon governmental guidelines which can be found at:

https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

Data sharing

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

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about students with:

- Staffordshire County Council – to meet our legal obligations to share certain information with it, such as concerns about students' safety and exclusions
- The Department for Education (a government department)
- The student's family and representatives
- Educators, examining bodies and OFSTED
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Central and local government
- Survey and research organisations
- Health and social welfare organisations
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Student Database

We are required to provide information about students to the Department for Education as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use student data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to Staffordshire County 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 our data protection officer to request us to only pass the individual's name, address and date of birth to Staffordshire County Council.

Transferring data internationally

When we share data with an organisation that is based outside the European Economic Area, we will protect your data by following 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.

Parents also have the right to make a '**subject access request**' with respect to any personal data the school holds about them.

If you do make a '**subject access request**' 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 using 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
- Give you a copy of the information in an intelligible form

Individuals may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Parents/Carers also have a legal right to access their child's **educational record**. To request access please contact the Headteacher Mr Jamie Tickle.

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 Compliance Manager

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 data 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 data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office in one of the following ways:

- 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 Compliance Manager or Data Protection Officer:

- Compliance Manager: James Church, Deputy Headteacher, Abbot Beyne School
- Data Protection Officer
Information Governance Unit
Staffordshire County Council
2 Staffordshire Place
Stafford
ST16 2DH

This notice is based on the Department for Education's model privacy notice for students, amended to reflect the way we use data in this school.