



## **Privacy Notice: Parents and Pupils**

### **Purpose and scope**

This notice, which has been drafted with reference to the Data Protection Act 1998, is to help parents and pupils understand how and why we collect your personal information and what we do with that information. It also explains the decisions you can make about your own information.

We collect and hold personal information relating to our pupils and parents and may also receive information about pupils from their previous school or nursery, local authority and/or the Department for Education (DfE). We use this personal data to:

- Support our pupils' learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services

### **What is personal information?**

This information will include name, date of birth, contact details, exam or assessment results, attendance information, any exclusion information, where pupils go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

### **How and why does the School collect and use personal information/**

Admissions forms give us lots of personal information. Previous schools or nurseries also give us information. We get information from parents, pupils, teachers and other pupils. Sometimes we get information from your doctors and other professionals. CCTV, photos and video recordings are also personal information.

We collect, and where necessary pass on, personal information to help the School run properly, safely and to let others know what we do here. Examples include:

- We are required, by law, to pass certain personal information about our pupils to:
  - Our local authority
  - The Department for Education (DfE)
  - The Independent Schools Inspectorate
- We also provide personal information to:
  - External examination bodies
  - Schools to which pupils transfer, including exam or assessment results and references
- We also provide non-identifying survey returns to:
  - The Independent Schools Inspectorate
  - The Catholic Education Service

- The Independent Association of Prep Schools
- We need to tell teachers if a pupil is allergic to something or might need extra help with some tasks
- We use CCTV to make sure the School site is safe
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry
- We may share some information with our insurance company
- We may share pupils' academic and (where fair) behaviour records with their parents so they can support their children's schooling
- We may use photographs or videos of pupils for the School's website and social media sites or prospectus to show prospective pupils what we do here and for teaching purposes

### **Information about parents**

- We use personal information about parents where we need this to help the School to run properly: for example, financial information and contact details
- Sometimes we need information from parents about things that are happening at home which may affect how pupils are feeling

### **DfE and local authority data sharing**

The DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or the DfE collect and use your information, please visit:

- Our local authority on: <https://www.camden.gov.uk/ccm/content/council-and-democracy/about-the-council/about-this-site/disclaimer-and-privacy-statement/;page=6?page=2#section-2>
- The DfE on: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information that we hold about your child, please contact the Bursar, who is the School's Data Protection Controller and is responsible for managing how we look after personal information and

deciding how it is shared, on [bursar@cavendish-school.co.uk](mailto:bursar@cavendish-school.co.uk) or 0207 482 9203.

Like other organisations, we need to keep your personal information safe and up-to-date, only use it for what we said we would, destroy it when we no longer need it and - most importantly – treat the information we get fairly.

In exceptional circumstances (for example in accordance with the requirements of The Independent Inquiry into Child Sexual Abuse) we may keep your information for a longer time than usual or share it more widely than we would normally.

### **What decisions can you make about your personal information?**

- If information is incorrect you can ask us to correct it
- If you would like to ask the School to keep certain information confidential, please speak to the Bursar

For additional information please consult the School's Data Protection Policy, a copy of which is available on the School website. A hard copy may be obtained from the School Office.

**May 2017**