



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
- To comply with the law regarding data sharing

The categories of pupil information that we collect, hold and share include:

- Personal information such as name, address, date of birth (evidenced by copy of birth certificate or passport), exam or assessment results
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Any special educational needs as well as relevant medical information
- Attendance information, (such as number of absences and absence reasons and any exclusion information)
- Passports, visas, EHIC cards (for overseas trips)
- Where pupils go after they leave us

The categories of parent information that we collect, hold and share include:

- Personal information such as name, address, contact details, authorised adult for pick-up details, which we need to help the School to run properly
- Special parental circumstances which may affect your child
- Details of financial circumstances (to support a bursary application)

We do not share parent information, except as required by law, by our contract with you, to obtain educational benefit for your child (such as a bursary), or with your express consent.

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
 - The Friends of the Cavendish
- 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. Pupils' full names are never associated with the images.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the DfE has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

If you need more information about how our local authority collect and use personal information, please visit:

<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>

Storing personal data

We need to keep your personal data 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.

Requesting access to your personal data

Under the Data Protection Act 1998, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Bursar who is responsible for data protection management in the School on bursar@cavendish-school.co.uk or 0207 482 9203.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection Regulations

If you have a concern 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

For additional information please consult the School's Data Protection Policy, a copy of which is available on the School website

November 2017