



## Parents and Pupils Privacy Notice

### **A. The main categories of parents and pupil information that we collect, hold and share includes:**

#### **Parents**

Personal information (such as name, contact details, contact preference, address and occupation)

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data.

This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken
- Family circumstances
- Physical and mental health, including medical conditions

#### **Pupils**

Personal information (such as name, unique student number and address)

- Characteristics (such as ethnicity, language, nationality and country of birth)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as student attainment and progress)
- Medical information
- Behavioural information (such as positive and negative incidents)
- CCTV images captured in school (Under Pinner high school policy)
- Safeguarding information

### **B. Why we collect and use this data in order to**

#### **Parents**

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events
- Protect pupil welfare
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

## **Pupils**

- support pupil learning
- monitor and report on student progress
- assess the quality of our services
- comply with the law regarding data sharing
- to keep children safe (food allergies, or emergency contact details)

### **C. The lawful basis on which we use this information**

- a. We collect and use students' and parents' information under Article 6 and Article 9 of the GDPR 2018
- b. We only collect and use students' and parents' personal data when the law allows us to
- c. Most commonly, we process it where:
  - i. we need to comply with a legal obligation
  - ii. we need it to perform an official task in the public interest
  - iii. less commonly we may also process students' personal data in situations where:
    1. we have obtained consent to use it in a certain way
    2. we need to protect the individual's vital interests (or someone else's interests)
    3. where we have obtained consent to use students' personal data, this consent can be withdrawn at any time.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 consent can be withdrawn
    4. some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data

### **D. Collecting this information**

- a. Whilst the majority of student information provided to us is mandatory, some of it is provided to us on a voluntary basis
- b. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this

### **E. Storing and sharing this data**

- a. We hold student and parents data for 6 years after leaving school
- b. We share student information when necessary with:
  - A local authority
  - Health Authorities
  - Social Services

### **F. Why we share this information**

We do not share information about our students or parents with anyone without consent unless the law and our policies allow us to do so

## **G. Data collection requirements**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **I. Requesting access to your personal data**

- 1) Under data protection legislation, parents 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 school office: [admin@harrowchineseschool.org](mailto:admin@harrowchineseschool.org)
- 2) You also have the right to:
  - a) to ask us for access to information about you that we hold
  - b) to have your personal data rectified, if it is inaccurate or incomplete
  - c) to request the deletion or removal of personal data where there is no compelling reason for its continued processing
  - d) to restrict our processing of your personal data (i.e. permitting its storage but no further processing)

## **J. Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting [admin@harrowchineseschool.org](mailto:admin@harrowchineseschool.org)

## **K. Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **26/03/2023**

## **L. Contact**

If you have questions or any concern about the way we are collecting or using your personal data or if you would like to discuss anything in this privacy notice, please contact:

The school admin team on [admin@harrowchineseschool.org](mailto:admin@harrowchineseschool.org)

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