

Oak Bank School

Privacy notice for parents and carers – use of your child’s personal data

1. Introduction

Under UK data protection law, individuals have a right to be informed about how the school use any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils at our school. This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights.

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), you should instead refer to our privacy notice for pupils to see what rights they have over their own personal data.

Oak Bank School is the ‘data controller’ for the purposes of UK data protection law. The data protection officer for Oak Bank School is Mr P Collier (see ‘Contact Us’ below).

2. The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information
- Safeguarding information
- Behaviour information
- Details of any support received, including care packages, plans and support providers

We may also collect, use, store and share (when appropriate) information about your child that falls into ‘special categories’ of more sensitive personal data. This includes, but is not restricted to, information about:

- Any medical conditions we need to be aware of, including physical and mental health
- Photographs and CCTV images captured in school
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs

We may also hold data about your child that we have received from other organisations, including other schools, local authorities, the Department for Education, and social services.

3. Why we use this data

We use the data listed above to:

- a) Support pupil learning
- b) Monitor and report on pupil progress
- c) Provide appropriate pastoral care
- d) Protect pupil welfare
- e) Assess the quality of our services

- f) Administer admissions waiting lists
- g) Carry out research
- h) Keep children safe
- i) Comply with the law regarding data sharing

3.1 Use of your child's personal data for marketing purposes

Where you have given us consent to do so, we may send your child marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to them. You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact Us' below).

3.2 Use of your child's personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Our lawful bases for processing your child's personal data for the purposes listed in section 3 above are as follows:

- For the purposes of a), b), c), d), e) and f) in accordance with the 'public task' basis – we need to process data to perform tasks that schools are required to as part of their statutory function
- For the purpose of g) in accordance with the 'legitimate interests' basis - where there is a minimal privacy impact and we have a compelling reason
- For the purpose of h), in accordance with the 'vital interests' basis – we will use data to keep children safe (i.e. food allergies or medical information)
- For the purpose of i), in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under UK law

Where you have provided us with consent to use your child's data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your child's personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (ie protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and process it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to process it in a specific way
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local councils
- Government departments or agencies
- Police forces, courts, tribunals
- Previous schools

6. How we store this data

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our data retention schedule sets out how long we must keep information about pupils for. A copy of this schedule can be found at www.oakbank.beds.sch.uk under 'Policies'.

We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

7. Who we share data with

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

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about your child with:

- Government departments or agencies and/or our local authority (Department for Education and local council department) – to meet our legal obligations to share certain information, such as safeguarding concerns and information about exclusions
- Your child's family and representatives – to meet our legal obligation to report to parents
- Educators and examining bodies – to enter your child for public examinations
- Our youth support services provider
- Our regulator, Ofsted – to ensure the school is providing a good education
- Health authorities
- Health and social welfare organisations
- Financial organisations

- Our auditors
- Survey and research organisations
- Security organisations who have access to CCTV footage for security reasons
- Police forces, courts, tribunals
- Third parties for the supply of services for teaching and learning, safeguarding, behaviour, assessment and the recording of progress and achievement, and for pupils to be able to access software for homework, revision, work experience, careers and emails.
- Further education provider/next school – to meet our legal obligation to share pupil data.

National Pupil Database (NPD)

We have to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the NPD, which is owned and managed by the Department and provides evidence on schools' performance to inform research.

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

The Department for Education may share information from the NPD with third parties, such as other organisations which promote children's education or wellbeing in England. These third parties 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 if you have any questions about the NPD.

Youth Support Services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Central Bedfordshire Council or other local authorities, as they have legal responsibilities regarding the education or training of 13-19 year-olds. The information which schools are required to provide consists of:

- a) the names and addresses of pupils and their parents - which must be provided to the Youth Support Service in any event;
- b) the date of birth of the pupil;
- c) other information relevant to the provision of Youth Support Services.

This information enables them to provide youth support services, post-16 education and training services, and careers advisers. Parents/carers, or pupils themselves if aged 16 or over, have the right to instruct the school not to provide information over and above name, address and date of birth to the Youth Support Service.

To opt out please inform our school's data protection lead (see 'Contact us' below).

7.1 Transferring data internationally

Where we transfer your child's personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

8. Your rights

8.1 How to access personal information that we hold about your child

You have a right to make a 'subject access request' to gain access to personal information that we hold about your child. If you make a subject access request, and if we do hold information about your child, we will (subject to any exemptions that apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- 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

You may also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact us (see 'Contact Us' below).

Parents, or those with parental responsibility, may request access to their child's educational record (which includes most information about a pupil) and this will be treated as a subject access request.

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make a subject access request on their behalf.

We are required to provide information within 1 month of the request in normal circumstances. We will endeavour to complete the request in a timely manner, but may find it more difficult to respond during the summer holidays or if the request is complex. If this is the case we will inform you within the month if we require an extension to provide all the data required.

8.2 Your other rights regarding your child's data

Under UK data protection law, you have certain rights regarding how your child's personal data is used and kept safe. For example, you have the right to:

- Object to our use of your child's personal data
- Prevent your child's data being used to send direct marketing
- Object and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact Us' below).

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make these requests on their behalf.

9. 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 information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

10. Contact us

The data protection officer is Mr P Collier, Headteacher, Oak Bank School, Sandy Lane, Leighton Buzzard, Bedfordshire, LU7 3BE. Telephone 01525 374559 or email: office@oakbank.beds.sch.uk.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school.