



Privacy Notice for Pupils, Parents and Supporters

May 2018

General Privacy Notice for Pupils, Parents and Supporters

Date	Review Date	Coordinator	Nominated Governor
May 2018	September 2018	Gianna Colizza	Lucy Rome

Why do we collect and use pupil information?

We collect and use pupil information under Article 6, and Article 9 of the GDPR (which comes into effect on 25 May 2018) and the Education Act of 1996. This information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We use the pupil data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our services
- Administer admissions waiting lists
- Comply with the law regarding data sharing

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

- Personal information (such as name, unique pupil number, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information relating to Special Educational Needs or Disabilities (where relevant)
- Details of any support received including care packages, plans and therapies
- Behavioral information
- Safeguarding information
- Photographs
- CCTV images

Collecting pupil information

Whilst the majority of pupil information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we inform any persons whether they are required to provide certain pupil information to us or whether they have a choice in this.

Storing pupil data

Personal data relating to pupils and their families is stored securely and, where it is held electronically, it is stored inline with our IT policies and procedures and protected via passwords and/or encryption.

We hold pupil data for an appropriate length of time - while it is still necessary for our records – and it is only stored for as long as is necessary to complete the task for which it was originally collected and in order that we comply with our legal obligations, public interest or legitimate interest.

Who do we share pupil information with?

Where it is legally required or necessary and within the scope of current data protection law) we may share pupil information with:

- Schools that the pupil attends or attended before or after leaving us
- Our local authority
- The Department for Education (DfE)
- Teachers, support staff and therapists
- Pupil's parents or carers
- School governors
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service they are contracted to deliver
- Health and social welfare organisations
- Professional advisors and consultants
- Police forces, courts and tribunals
- Professional Bodies
- The Community Security Trust (CST)
- The Gesher Trust

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education 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 Department. 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 department 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 Department 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 department'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 department 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>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a **subject access request** for your personal information, or to be given access to your child's educational record, please contact our designated governor Data Protection Officer via email at DPO@gesherschool.com

Under data protection law individuals 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



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/>.

Data Related to Gesher Supporters, Parents and Alumni:

Please note that Gesher may use the contact details of Gesher supporters, parents, alumni and other members of the Gesher community to keep them updated about the activities of Gesher School and the Gesher Trust including by sending updates and newsletters, by email and/or by post. Unless the relevant individual objects, we may also:

- Share personal data about Gesher's supporters, parents and/or alumni with organisations set up to help establish and maintain relationships with the Gesher community;
- Contact Gesher's supporters, parents and/or alumni (including via the organisations above) by post and/or email in order to promote and/or raise funds for the Gesher School.

Should you wish to limit or object to any such use, or would like further information about them, please contact the Data Protection Officer. You always have the right to withdraw consent or otherwise object to direct marketing or fundraising.

Contact:

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer via email DPO@gesherschool.com

Authorised by our current Data Protection Officer and Governor, Lucy Rome.

Reviewed: 24 May 2018.

Effective date of the policy: January 2018.

Review date: On each anniversary of the effective date of the policy and immediately following any data protection related incident.

Circulation Published: School's website / Pupil Handbook / displayed in the School Foyer.

Status Drafted in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR), which comes into effect on 25 May 2018.

Headteacher:		Date:	
Chair of Governing Body:		Date:	