



37 Courtlands Avenue, Kew. TW9 4ES
Telephone: 020 8487 8437

Acting Headteacher: Nell Webb
Email: info@kewriverside.richmond.sch.uk

FAIR PROCESSING (PRIVACY) NOTICE

This policy is to let you know how we collect, use and process personal data; your rights; and what you can do if you have questions about personal data.

The school is the [controller](#) for the purposes of data protection laws.

This document sets out the types of personal data we handle, why we handle it, who we share it with, how you can check your data for accuracy and how we dispose of it when it is no longer needed.

1 OUR DETAILS

Information Commissioner's Office Registration Number: Z778822

Our Data Protection Officer's email address is dpo@kewriverside.richmond.sch.uk.

2 WHY WE COLLECT DATA

We collect and hold personal information relating to our pupils, parents, employees, governors and others. We may also receive information about pupils from their previous schools, the local authority, Department for Education (DfE) and other bodies linked to pupils' education, development and welfare. We may also receive information about employees from their previous employers.

We may share personal data with other agencies as necessary under our legal duties or otherwise in accordance with our obligations as a school.

While much of the personal data we are provided with or collect is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. Below are set out the reasons why we collect and process personal data.

- **to support our pupils' learning:** we will process personal data to help every child achieve their potential in all areas of learning and to promote excellence in our teaching and learning environment;
- **to monitor and report on their progress:** we will process personal data to record pupils' progress to help set and monitor targets and boost achievements and aspirations of all pupils;
- **to provide appropriate pastoral care:** we will process personal data to ensure that all pupils are properly supported in their time with us; we will process data to help staff understand and respond to the unique circumstances of all pupils;
- **to assess the quality of our services:** we will process personal data so that we may reflect on our own practice to help us improve and provide the highest quality education that we can to all pupils;

- **to ensure proper management of school trips and after school clubs and activities:** when pupils and parents participate in school trips and after school clubs and activities personal data will need to be processed;
- **to promote and protect health and safety:** to protect pupils, parents and staff, we must process data relating to incidents and responses to incidents;
- **to enable individuals and third parties to be paid:** we will process personal data of those employed to teach or otherwise engaged to work at the school;
- **to assist with the continuing development of our recruitment and retention policies and practices:** to enable us to improve our recruitment and retention policies and practices, we will process personal data of those currently employed by the school;
- **to develop understanding of our workforce and how employees are deployed:** to help us create a fully informed, comprehensive picture of the make-up of our workforce and how each employee is utilised, we will process personal data of those employed to teach or otherwise engaged to work at the school.

3 **LAWFUL BASIS FOR PROCESSING**

The lawful basis for us to process this personal data is to provide education in accordance with statute law (such as the Education Act 1996 and other legislation), our funding agreement with the Secretary of State, our memorandum and articles of association and other guidance provided for in law.

An additional lawful basis for us to process employees' personal data is for the performance of a contract of employment to which the employee is party, or to take steps at the request of the employee prior to entering into a contract.

Personal data will also be processed for the purposes of relevant contracts for service provision, such as:

- school trips;
- school-led after school clubs;
- entering pupils for examinations;
- external providers of curriculum support;
- private educational support provision;
- volunteers.

We do not process any sensitive personal data, except where necessary for reasons of substantial public interest in complying with legal obligations including under the Equality Act 2010; or where necessary to protect the vital interests of the data subject or of another person. Safeguards are in place to ensure that data is kept secure. Where special categories of personal data are collected, it will not be used for the purposes of automated decision making or profiling.

Sensitive personal data means:

- racial or ethnic origin;
- political opinions; religious or philosophical beliefs or trade union membership;
- genetic or biometric data that uniquely identifies you;

- data concerning your health, sex life or sexual orientation; or
- data relating to criminal convictions or offences or related security measures.

Sensitive personal data may be collected or processed where you have given consent (for example, school photographs for non-educational purposes). This consent may be withdrawn at any time.

4 CATEGORIES OF INFORMATION WE COLLECT

We may collect the following types of personal data:

- contact details;
- identification information;
- date of birth;
- National Insurance number;
- health and other medical information;
- information in connection with education (for example unique pupil numbers, test results and other records);
- attendance information;
- behavioural and disciplinary information;
- free school meal eligibility;
- information received in connection with any complaint;
- personal characteristics, such as:
 - nationality and ethnic group;
 - religion;
 - first language;
 - any special educational needs;
 - any relevant protected characteristics.
- employees' qualifications and contractual information, such as:
 - employee position or role;
 - salary and remuneration details;
 - employment start date;
 - evidence of right to work.

5 WHO WILL HAVE ACCESS TO YOUR DATA

Personal data will be accessible by authorised members of staff. Where necessary, volunteers and governors will also have access to personal data.

We will not share information about our pupils with third parties without consent unless we are required to do so by law or our policies. We will disclose personal data to third parties:

- if we are under a duty to disclose or share your personal data in order to comply with any legal obligation; for example:

- We are required to share information about our workforce members with our local authority under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments;
- We share pupils' personal data with the DfE in relation to school funding/expenditure and the assessment of educational attainment;
- to enforce any agreements with you;
- to fulfil contracts with third party suppliers for purposes listed in Section 2. Our third party suppliers are:
 - The local authority;
 - NHS;
 - Management Information System providers;
 - HR services providers;
 - Payroll services providers;
 - Pension services providers;
 - Staff Absence Scheme providers;
 - ICT services providers;
 - Internet, email and communication system providers;
 - Curriculum resource providers;
 - Assessment providers;
 - School trips and visits providers and venues;
 - Parent payment system providers;
 - School meal providers;
- to protect the rights, property, or safety of the school, other pupils or others. This includes exchanging information with other organisations for the purposes of child welfare.

This may include the local authority, the DfE (please see Section 6), the police and other organisations. Information may also be sent to other schools where necessary, for example schools that pupils attend after leaving us.

Certain data collection obligations are placed on us by the DfE, for example, via the school census. For more information visit: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Our third party suppliers process data on our behalf. Therefore, we investigate these third party suppliers to ensure their compliance with relevant data protection laws and specify their obligations in data sharing agreements.

6 PUPIL DATA – THE NATIONAL PUPIL DATABASE

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, under the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

7 EMPLOYEE DATA – DFE DATA COLLECTION REQUIREMENTS

The DfE processes personal data relating to those employed by schools. All state funded schools are required to make a census submission under sections 113 and 114 of the Education Act 2005.

To find out more about the data collection requirements placed on us by the DfE, including the data that we share with them, go to:

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

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>

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

8 HOW DATA WILL BE PROCESSED

Personal data may be processed in a variety of ways:

- maintaining written records for educational or employment purposes;
- medical or allergy information;
- identification;
- sending by e-mail;
- adding to spreadsheets, word documents or similar for the purposes of assessing personal data;
- for educational software use (this could be for the purposes of helping children learn, maintaining discipline, reports and other educational purposes).

9 WHERE WE STORE DATA AND HOW WE KEEP DATA SECURE

Paper copies of personal data are kept securely at the school; for example, in secure filing cabinets.

Electronic copies of personal data are kept securely and information will only be processed where we are satisfied that it is secure.

All information you provide to us is stored on secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. You must not share your password with anyone.

When giving personal data to third parties (for example, software providers) it is possible that this personal data could be stored in a location outside of the

European Economic Area. We will take all steps reasonably necessary to ensure that your personal data is treated securely and in accordance with this privacy policy. In particular, any transfer of your personal data made by us to a location outside of the EEA will be governed by clauses in a written contract in order to keep these secure.

10 RETENTION PERIODS

We will only retain personal data for as long as is necessary to achieve the purposes for which they were originally collected and in accordance with guidance from the DfE and the Information and Records Management Society. For information on retention periods, contact us via the details in Section 1.

11 YOUR DATA RIGHTS

The General Data Protection Regulation and associated law gives you rights in relation to personal data held about you and your child. These are:

- **Right of Access:** if your personal data is held by the school, you are entitled to the following (unless an exception applies):
 - a copy of the personal data we hold concerning you, provided by the school;
 - details of why we hold that personal data;
 - details of the categories of that personal data;
 - details of the envisaged period for which that personal data will be stored, if possible;
 - information as to the source of personal data where that personal data was not collected from you personally.

If you want a copy of the information about your child that we hold, please contact us via the details in Section 1 of this Notice.

- **Right of Rectification:** you have the right to require us to rectify any inaccurate personal data we hold about you. If you have any concerns about the accuracy of personal data that we hold then please contact us.
- **Right to Restriction:** you have the right to restrict the manner in which we can process personal data where:
 - the accuracy of the personal data is being contested by you;
 - the processing of your personal data is unlawful, but you do not want the relevant personal data to be erased; or
 - we no longer need to process your personal data for the agreed purposes, but you want to preserve your personal data for the establishment, exercise or defence of legal claims.

Where any exercise by you of your right to restriction determines that our processing of particular personal data is to be restricted, we will only process the relevant personal data in accordance with your consent, for storage purposes and for the purpose of legal claims.

- **Right to Erasure:** you have the right to require we erase your personal data where any of the following grounds apply:
 - the processing is no longer necessary;
 - our processing of your personal data is based on your consent, which you have subsequently withdrawn, and there is no other legal ground we can use to process your personal data;
 - the personal data has been unlawfully processed; and
 - the erasure is required for compliance with the law.

- **Right to Data Portability:** you have the right to receive your personal data in a format that can be transferred. We will normally supply personal data in the form of e-mails or other mainstream software files. If you want to receive your personal data in a structured, commonly used and machine-readable format, please contact us via the details in Section 1 of this Notice.

12 MAKING A COMPLAINT

If you are unhappy with the way we have dealt with any of your concerns, you can make a complaint to the ICO, the supervisory authority for data protection issues in England and Wales. We would recommend that you complain to us in the first instance, but if you wish to contact the ICO on the details you can do so on the details below. The ICO is a wholly independent regulator established in order to enforce data protection law.

ICO Concerns website: www.ico.org.uk/concerns

ICO Helpline: 030 3123 1113

ICO Email: casework@ico.org.uk

ICO Postal Address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

13 CHANGES TO THIS NOTICE

Any changes we make to this notice in the future will be posted on our website. Please check back frequently to see any updates or changes.

Status

- Last reviewed: June 2020
- Next Review: June 2021