



Pate's Grammar School

Privacy notice for parents/carers – use of your child's personal information

This notice is intended for parents and carers and sets out how and why Pate's Grammar School collects and processes personal information about **pupils**.

Pate's Grammar School is registered as the 'data controller' with the Information Commissioners Office for the purposes of data protection law.

Our Data Protection Officer (DPO) is the school Bursar, Stephen Locke (see 'Contact us' below).

The personal information we hold

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

- Name, contact details, contact preferences, date of birth, unique pupil number, identification documents
- Individual assessment data (including internal assessments and public examination data)
- Pupil and curricular records
- Characteristics, such as ethnic background, languages spoken, nationality, country of birth and eligibility for free school meals
- Information on Special Educational Needs or disabilities
- Exclusion / behaviour information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
- Previous schools
- Where pupils go after they leave us

- Where consent has been given, we use biometric data to facilitate pupils' use of the refectory, opening doors and printing services.

We may also hold information about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this information

We use this information to:

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

The lawful basis on which we use this information The main reason that the school processes personal information is to enable it to perform tasks carried out in its role to provide pupils with an education in the public interest and because it is necessary in order to comply with the school's legal obligations (for example providing data for DfE census returns under the Education Act 1996).

In addition, the school may also process personal information if at least one of the following applies:

- there is explicit consent
- in order to protect the vital interests of the individual
- to comply with the school's legal obligations in the field of employment and social security and social protection law
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- for reasons of substantial public interest, based on law, which is proportionate to the circumstances, and which contains appropriate safeguards

- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes

Where we have obtained consent to use pupils' personal information, this consent can be withdrawn at any time.

Some of the reasons listed above for collecting and using pupils' personal information overlap, and there may be several grounds which justify our use of this information.

Collecting pupil information

Whilst the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Storing this information

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations, as part of our alumni programme, for historical records or where we have obtained consent. Our record retention schedule (available from the DPO) sets out how long we keep information about pupils.

Data sharing

We do not share information about pupils 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 data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Our auditors

- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required 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 [National Pupil Database \(NPD\)](#), which is owned and managed by the Department and provides evidence on school 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 and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations 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](#) with any further 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 our local education authority, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to our local education authority.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

To make such a request, please contact the DPO, details at the end of this notice.

Whilst we will always aim to respond in a timely manner, during school holidays this may become more difficult. If this is the case we will respond within one month to provide further clarity or establish if there is a more specific data request which will enable us to respond more quickly.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

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 concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

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

- Report a concern online at <https://ico.org.uk/concerns/>

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Stephen Locke

Pate's Grammar School

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Cheltenham

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