



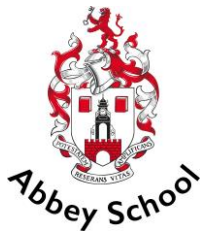
# **PRIVACY NOTICE FOR PARENTS – USE OF YOUR CHILD’S PERSONAL DATA**

## **Abbey School**

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Adopted by	Senior Leadership Team	Date	Autumn 2023
Approved by Advisory Body on			
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Other relevant policies:

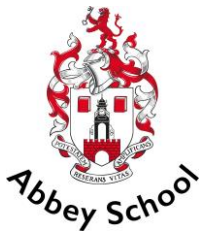
Data Protection policy



## Abbey School

# Contents

1. Introduction.....	2
2. The personal data we hold.....	2
3. Why we use this data.....	2
3.1. Use of your child’s personal data for marketing purposes.....	2
3.2. Use of your child’s personal data in automated decision making and profiling.....	3
4. Our lawful basis for using this data .....	3
4.1. Our basis for using special category data.....	3
5. Collecting this data.....	4
6. How we store this data .....	4
7. Data sharing.....	4
8. Your rights.....	5
8.1. How to access personal information that we hold about your child .....	5
9. Complaints .....	6
10. Contact us .....	6



## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing 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, which is 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.

We, Abbey School, 10-12 Abbey Square, Chester, CH1 2HU, 01244 960000, are the "data controller" for the purposes of UK data protection law.

Our data protection officer is Martin Waters [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk) 07990 786929, Cheshire West and Chester Council, 3rd Floor, 4 Civic Way, Ellesmere Port, CH65 0BE

## 2. The personal data we hold

The categories of pupil information that we process about your child includes, but is not restricted to:

- Personal identifiers and contacts (such as name, unique pupil number, contact details, contact preferences and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Details of any support received, including care packages, plans and support providers
- Photographs and CCTV images captured in school

We may also hold data about your child that we have received from other organisations, including other schools and social services.

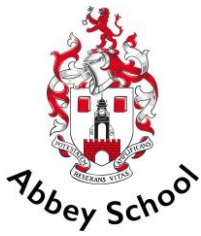
## 3. Why we use this data

We use the data listed above to:

- a. Support your child in school to meet their educational and health needs
- b. Keep pupils safe
- c. Monitor and report on pupil progress
- d. Provide appropriate pastoral care
- e. Protect pupil welfare
- f. Assess the quality of our services
- g. Administer admissions waiting lists
- h. Carry out research
- i. Meet legal duties placed on us by the government

### 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 you.



You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or 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 pupils' 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**

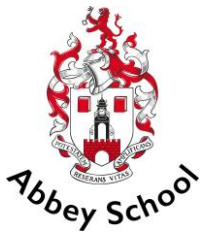
Our lawful bases for processing your personal data for the purposes listed in [Section 3](#) above are as follows:

- To comply with a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils
- It is necessary for us to hold and use your child's information for the purposes of our functions in providing schooling and, in some cases, residential care, so we can look after our pupils. This is a function in the public interest as everyone has the right and need to receive an education.
- On a "legitimate interests" basis where we have a compelling reason, including:
  - For security purposes, including operating CCTV in various locations of the school's premises
  - To safeguard pupils' welfare and provide appropriate pastoral care
  - To process applications
  - To provide education services, including work experience and career services, and monitoring pupils' progress and educational needs
  - For the purposes of management planning and forecasting
  - To enable relevant authorities to monitor our school's performance
  - To monitor (as appropriate) use of our IT systems in accordance with our Acceptable Use guidelines
  - To make use of photographic images of pupils in school publications, on our website and (where appropriate) on our social media channels in accordance with our procedures on taking, storing and using images of children
  - To obtain insurance and deal with any insurance claims
  - To engage with relevant local authorities and health organisations
  - To record and respond to complaints and, where appropriate, engage with relevant authorities

### **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 UK data protection law:

- To safeguard pupils' welfare and provide appropriate pastoral or medical care
- To protect your child's vital interests (i.e. protect their life or someone else's life), in situations where they're physically or legally incapable of giving consent
- To organise school trips or events, which may require us to share information such as dietary and medical information with the organisers of those events
- To enable us to provide educational services in the context of any special educational needs of a pupil
- To provide spiritual education in the context of any religious beliefs
- To enable us to respond to a complaint or disciplinary matter where, for example, it relates to a safeguarding or special educational need



- We need to process it for health and social care purposes, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law

## 5. **Collecting this data**

We collect pupil information via:

- Pupil Data Collection and Consent form completed on enrolment,
- Common Transfer Files (CTF) from previous school settings,
- information from the funding local authority
- Education Health and Care Plans (EHCP)

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this

## 6. **How we store this data**

We hold pupil data securely for the set amount of time shown in our data retention schedule.

Abbey School record retention policy can be requested by contacting the school.

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

We will dispose of personal data securely when we no longer need it.

## 7. **Data sharing**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- The pupil's local authority
- NHS
- Our local public health
- Social workers and social services
- Our catering provider, Aspens
- youth support services (pupils aged 13+)
- the Department for Education (DfE) and other government agencies
- Appropriate regulatory bodies (e.g. OFSTED)
- Professional advisers (e.g. lawyers and insurers)
- Your child's personal information may also be shared with the following people or current providers when the data is needed for the running of our school:
  - School staff and our Advisory body
  - Assessment providers (e.g. Earwig)
  - Management Information System – Arbor
  - School communication system – Weduc

For the most part, personal data collected by us will remain within our school and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a "need to know" basis).

Particularly strict rules of access apply in the context of:

- Safeguarding files
- CIN or LAC files
- Pastoral records

However, a certain amount of any SEN pupil's relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires. We are under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the social services or police. For further information about this, please view our Child Protection & Safeguarding Policy (available on our website and on request from the school).

### **Department for Education (DfE)**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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>

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls, which meet the current [government security policy framework](#).

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: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Our disclosure of your personal data is lawful for the following reasons:

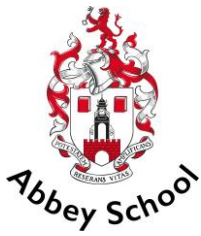
- Our school is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

It is in your child's vital interests for their personal information to be passed to these people or services. We will ask them for consent once we think that they can understand what we are asking. This is because the law requires us to ask you if they can understand. Normally, we involve you as parents too. By law we will not need your consent if they can give it.

## **8. Your rights**

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

Under data protection legislation, parents and pupils 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 our data protection officer Martin Waters [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk) 07990 786929 , Cheshire West and Chester Council, 3rd Floor, 4 Civic Way, Ellesmere Port, CH65 0BE or you may contact one of our Data Protection Leads:



Mrs Louise Rushforth, School Business Manager

Mr Alex Jones, IT Manager, [a.jones@abbey.school](mailto:a.jones@abbey.school)

You also have the right to:

- ask us for access to information about your child that we hold
- have your child's personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your child's personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on your child

## 9. Complaints

We take any complaints about our collection and use of personal information very seriously.

Where we are processing your child's 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 us (see below)

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.

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

Report a concern online at [www.ico.org.uk/make-a-complaint/](http://www.ico.org.uk/make-a-complaint/)

Call the helpline on 0303 123 1113 or 01625 545 745

Write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our school's DPO:

Martin Waters [schoolDPO@cheshirewestandchester.gov.uk](mailto:schoolDPO@cheshirewestandchester.gov.uk) 07990 786929

Cheshire West and Chester Council, 3rd Floor, 4 Civic Way, Ellesmere Port, CH65 0BE

Day to day queries can be directed to one of our data protection leads:

Louise Rushforth, School Business Manager [l.rushforth@abbey.school](mailto:l.rushforth@abbey.school)

Alex Jones, IT Manager [a.jones@abbey.school](mailto:a.jones@abbey.school)