CLOCKHOUSE PRIMARY SCHOOL

Privacy Notice for Parents / Carers - Use of your child's personal data

Under data protection law, individuals have a right to be informed about how the 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**.

Clockhouse Primary School is the 'data controller' for the purposes of data protection law.

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

- contact details, contact preferences, date of birth, family background, identification documents
- results of internal assessments and externally set tests
- pupil and curricular records
- characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- exclusion 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

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

Why we use this data
We use this data 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
- contact you, or designated emergency contacts, when we need to do so.

Use of your personal data in artificial intelligence (AI) systems
We use a range of digital systems and services to support teaching, learning, safeguarding, administration and the day-to-day operation of the school. Some of these systems include artificial intelligence (AI) or machine-learning features.
These technologies help staff carry out certain tasks more efficiently, such as drafting documents, summarising information, analysing data, identifying trends, supporting educational activities and improving school services.

Where AI technologies process personal data, we will ensure this is done in accordance with UK data protection law and our artificial intelligence (AI) policy, together with our wider information governance policies and procedures. We will only use systems that have been appropriately assessed and approved by the school.
AI technologies are used to support staff and are not relied upon as the sole basis for any decision-making, including that which may have a legal or similarly significant effect on individuals. Important decisions such as decisions relating to pupils' education, wellbeing, safeguarding, attendance, behaviour or support, also decisions around recruitment, will continue to involve appropriate human review, oversight and professional judgement.
We take steps to ensure that all suppliers providing AI-enabled services have appropriate privacy, security and data protection safeguards in place to protect personal information. Where such services are provided by suppliers those suppliers are required to process your personal information only in accordance with our instructions and are not permitted to use it for their own purpose, including to train AI models, except where expressly authorised by the school.

Our legal basis for using this data
We only collect and use pupils' personal data when data protection law allows us to. Most commonly, we rely on:
Article 6(1)(c) – we need to comply with a legal obligation
Article 6(1)(e) – we need it to perform a task in the public interest or as part of our official functions as a school
Less commonly, we rely on:
Article 6(1)(d) – we need to protect the individual's vital interests (or someone else's)
Article 6(1)(a) – we have obtained consent to use it in a certain way
Some of the data we hold is 'special category' data, such as health information, ethnic origin and special educational needs. We process this under:
Article 9(2)(g) – substantial public interest, including safeguarding children and statutory and government purposes, together with the relevant conditions in Schedule 1 of the Data Protection Act 2018
Article 9(2)(c) – vital interests
Article 9(2)(a) – explicit consent

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

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

Collecting this information
While 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 will 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.

How we store this data
We keep personal information about pupils while they are attending our school for as long as is necessary. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Record Retention Policy/Schedule is currently being updated to set out how long we keep information about pupils, and will be in line with the *Information and Records Management Society's toolkit for schools*. We will notify you when this document has been updated and posted on the school website.

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, the London Borough of Havering - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education - to complete public tasks such as submitting statutory census data
- the pupil's family and representatives - to complete public tasks such as reporting to you your child's progress and attainment
- educators and examining bodies - to complete public tasks such as carrying out baseline assessments
- our regulator, Ofsted - to meet our legal obligations to share certain information, such as pupil work, attainment records and assessment data
- suppliers and service providers (where necessary) - to enable them to provide the service we have contracted them for such as access to online educational resources
- financial organisations - in the legitimate interests of your child to enable the ordering of school dinners via Parentpay/Cypad
- our auditors - to meet our legal obligations to ensure financial probity and transparency
- health authorities - to complete public tasks such as NHS checks or where it is deemed there is a vital interest for your child's wellbeing
- health and social welfare organisations - to meet our legal obligations to share certain information with them, such as safeguarding concerns
- professional advisers and consultants - where this is for the purposes of legitimate tasks, such as assessment or supporting your child's wellbeing or attainment
- charities and voluntary organisations - with consent to offer opportunities to participate in events
- police forces, courts, tribunals - to meet our legal obligations to share certain information with them, such as safeguarding concerns
- professional bodies - where we have legitimate interests such as accreditation

We maintain a Record of Processing Activities (ROPA), that documents how children's personal data is collected, used, shared and retained. Alongside this is a separate register of online platforms that we use that processes pupil's data, These registers are kept under annual review.

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 and Early Years 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.

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. This will only occur if a pupil transfers to a school outside the EEA.

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.

If you make a subject access request, and if we do hold information about you or your child, we will:
- 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 or your child
- 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
- give you a copy of the information within 30 days

Please be aware that it may be difficult to meet the 30 day timescale if a subject access request is received during school holidays, or the 30 day period overlaps a school holiday period.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a subject access request, please contact the School Office or the school's Compliance Officer, Mrs Lowe *(see contacts below)*.

Parents/carers also have a legal right to access their child's **educational record**. To request access, please contact the Headteacher, Mrs Savidge.

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 the school's Compliance Officer, Mrs Lowe *(see contacts below).*

Data Breaches
Any data breaches that may occur are notified to the school's Data Protection Officer (DPO), Mrs Barton *(see contacts below)*, who is independent of the school. The DPO will document and record all breaches, and will assess the potential consequences of any breach, based on how serious they are, and how likely they are to happen. The DPO will also consider whether the breach must be reported to the Information Commissioner's Office (ICO). If a breach affects your or your child's personal data, and is serious enough to be reported to the ICO, the DPO will inform you immediately, in writing. Where data breaches are to be notified to the ICO, the DPO must do so via the ICO website within 72 hours of the breach being reported. The DPO works with the school and Headteacher to review all data breaches, and how they can be prevented from happening again.

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 by contacting the school's Compliance Officer, Mrs Lowe *(see contacts below)*.

To make a complaint, please contact the Headteacher, Mrs Savidge.

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

- reporting a concern online at https://ico.org.uk/concerns/ telephoning 0303 123 1113
- writing to :
  Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Contact us
If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact the Headteacher, Mrs Savidge, or the school's Compliance Officer, Mrs Lowe.

- The school's Headteacher is Mrs J Savidge email office@clockhouse.havering.sch.uk

- The school's Compliance Officer is Mrs Lowe email finance@clockhouse.havering.sch.uk

- The school's Data Protection Officer is Mrs R Barton email DPO@clockhouse.havering.sch.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.