



Yarrells School & Nursery

PRIVACY NOTICE

Policy Lead (Position (and Initials)): **Head (SW)**

Date of Last Review: **October 2021**

Date of Next Review: **October 2024**

Yarrells Preparatory School Ltd (hereafter referred to as Yarrells School) is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with data protection law (UK & EU General Data Protection Regulation (GDPR)).

It applies to all pupils including applicants.

Yarrells School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to applicant, current and former pupils. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

Data protection principles

We will comply with data protection law. This states that the personal information we hold about you must be:

- used lawfully, fairly and in a transparent way
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- relevant to the purposes we have told you about and limited only to those purposes
- accurate and kept up-to-date
- kept only as long as necessary for the purposes we have told you about
- kept securely.

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

- personal information (e.g. pupil name & address, contact details)
- characteristics (e.g. ethnicity, language, nationality, country of birth)
- attendance information (e.g. sessions attended, number of absences, absence reasons, exclusions)
- academic and performance information (e.g. attitudes to learning, test scores, exam results)

- medical information (e.g. allergies, medications)
- special educational needs (i.e. the learning needs of pupils with diverse thinking styles, such as dyslexia and dyscalculia)
- pastoral information (e.g. friendship difficulties, personal concerns, behavioural information)
- extra-curricular information (e.g. clubs, sporting achievements).

Collecting pupil information

We obtain pupil information from parents registering interest in the school throughout the year. This form of registration may be the formal completion of an application form for prospective pupils or completion of a form via the school website to attend open days and/or request information about the admission process and scholarships. In addition, when a child joins us from another school, we are sent relevant information.

Pupil data is essential for the school's operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR 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 and we will tell you what you need to do if you do not want to share this information with us.

Why we collect and use this information

We use the pupil data to:

- communicate with pupils and certain members of the pupil's family or carers
- be sensitive and understanding of cultural diversity
- support pupil learning so they can fulfil their potential
- inform, monitor and report on pupil progress
- support any specific medical requirements (including food allergies)
- provide appropriate pastoral care
- support extra-curricular activities
- assess the quality of our services
- comply with the law regarding data handling and sharing
- to keep children safe (including emergency contact details)
- to meet the statutory duties placed upon us by the Department for Education.

The lawful basis on which we use this information

We collect and use pupil information under:

- consent: the individual has given clear consent for Yarrells School to process their personal data for a specific purpose
- public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law
- legal obligation: processing is necessary for compliance with a legal obligation to which the controller is subject
- public interest: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests
- processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or

trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects.

Retention of pupil data

We hold pupil data for the duration of your time at Yarrells School. Academic and certain other non-special category data (such as examination results) are stored indefinitely.

Sharing information with other agencies

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- the local authority (LEA)
- the Department for Education (DfE)
- examining and testing bodies
- database providers (school management information systems)
- the Yarrells Parents' Association 'Friends of Yarrells (FOYs)'.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (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 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 NPD go to:

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

The DfE 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 DfE 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 the 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 the DfE:

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

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from, if not from you or your parents
- tell you who it has been, or will be, shared with
- let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- give you a copy of the information.

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer – details below.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- say that you don't want it to be used if this would cause, or is causing, harm or distress
- stop it being used to send you marketing materials
- say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- claim compensation if the data protection rules are broken and this harms you in some way.

You also 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; and
- claim compensation for damages caused by a breach of the data protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Contact Details:

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Ms Sally Weber, Head

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