



Privacy notice for parents/carers

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**.

- We, Ridgeway School, are the 'data controller' for the purposes of data protection law.
- Our data protection officer is Joyce Webb, School Business Manager.

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, identification documents, including some details about you and other parents/carers of the child
- Results of internal assessments and externally set tests
- Pupil and curricular records including progress and behaviour records
- Special characteristics such as ethnic background and religion and details of any medical conditions, including physical and mental health
- Exclusion information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Entitlement to additional funding/support e.g. free school meals, top-up funding for special educational needs
- Photographs and videos
- 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 health and social care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

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 make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

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. Our Document Retention Schedule, which is available on the Bedford Borough Council website, sets out how long we keep information about pupils. This can be requested from the school.

Data is stored in many different ways, including:

- Paper records, photographs
- Electronic – the school's IT network, online systems, emails, all accessed on computers, laptops, mobile phones, tablets etc.
- USB sticks
- Other devices e.g. cameras
- CCTV records

Data/information 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 including social workers – to meet our legal obligations to share certain information with them, such as information for the Education, Health and Care Plans, safeguarding concerns and exclusions
- The Department for Education – to meet our obligation to record all pupils and certain information about those pupils
- The pupil's family and representatives – to keep them informed about progress, concerns, behaviour and health and wellbeing
- Educators and examining bodies – to register pupils for exams and assessments
- Our regulator, Ofsted – to enable them to assess the quality of education, safeguarding and management processes in the school
- Suppliers and service providers – to enable them to provide the service we have contracted them for

- Financial/funding organisations – to enable them to provide funding for education, health and social care
- Health authorities/health professionals or social welfare organisations or charities e.g. school nurses, speech and language therapists, physiotherapists – to enable them to meet the health needs of pupils
- Professional advisers and consultants – to enable them to provide advice to the school on improving the education, support or safeguarding of pupils
- Police forces, courts, tribunals – if required to provide information about pupils

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 Bedford Borough Council or any other Local Authorities who are responsible for pupils at our school, as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables the local authorities to provide youth support services, post-16 education and training services, and careers advisers.

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. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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

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 request, please read our Subject Access

Request guidance that is available from the school office and on our website. There is also a form for assisting you with your request. Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the school's Business Manager (see contact details below).

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/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

Our **data protection lead** has day-to-day responsibility for data protection issues in our school. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school's Business Manager:

- Joyce Webb at: office@ridgeway.beds.sch.uk

The school should always be the first point of contact as they will be better placed to provide information but if you need to contact our data protection officer, please contact the school at the email address below and this will be passed on to the DPO.

[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]