

## **CENTRAL FOUNDATION GIRLS SCHOOL**

### **Privacy Notice for Students/Parents/Carers**

**Central Foundation Girls' School** is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about students, parents and carers, in accordance with the General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

We hold personal data about students, their parents or carers to support learning and teaching, to provide pastoral care and to assess how the school is performing. We may also receive data about students from other organisations including, but not limited to, local authorities, health care providers and the Department for Education.

#### **Who Collects This Information**

**Central Foundation Girls' School** is a "data controller." This means that we are responsible for deciding how we hold and use personal information about students, parents and carers.

#### **The Personal Data We Collect, Process and Hold**

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

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Post 16 learning information;
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information, including physical and mental health;
- Special categories of personal data e.g. [biometric data](#), Images of students engaging in school activities, and images captured by the school's CCTV system;
- Information about the use of our IT, communications and other systems.
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

#### **Collecting This Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student, parent/carer information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your daughter's time at CFGS.

### **How and Why We Use Your Personal Information**

We use this data to: -

- Confirm the identity of prospective students and their parents/ carers;
- Provide education services and extra-curricular activities to students, and for monitoring students' progress and educational needs;
- Inform decisions such as the funding of the school;
- Assess performance and to set targets for the school;
- Safeguard students' welfare and provide appropriate pastoral (and where necessary medical) care;
- Support learning and teaching;
- Give and receive information and references about past, current and prospective students, and to provide references to potential employers of past students;
- Manage internal policy and procedure;
- Enable students to take part in assessments, to publish the results of examinations and to record student achievements;
- Carry out statistical analysis for diversity purposes;
- Meet legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enable relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitor use of the school's IT and communications systems in accordance with the school's IT security policy;
- Make use of photographic images of students in school publications, on the school website and on social media channels;
- Use for security purposes, including CCTV; Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school;

[To provide support to students after they leave the school](#) e.g. in awarding bursaries for students who progress to university

### **The Lawful Basis on Which We Use This Information**

On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

### **Sharing Data**

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it's the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share pupil information with: -

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- the Education Funding Agency
- Ofsted;
- Youth Support Services – under section 507 B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13-19 year olds
- Other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, Prevent Team
- Medical professionals
- Local Authority Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security); and
- The Local Authority.
- Exam Boards
- UCAS: sixth form university applications

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

### **Why We Share This Information**

We do not share information about our pupils with anyone without consent unless otherwise required by law.

For example, we share student's data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Storing Pupil Data**

We keep personal information about students while they are attending school. We also keep it beyond their attendance at our school in order to comply with our legal obligations.

The school keeps information about students on computer systems and on paper. Paper records are kept in secure lockable facilities . Computerised records are always encrypted if sharing outside of the school.

Except as required by law, the school only retains information about students for as long as necessary in accordance with timeframes imposed by law and our internal policy.

If you require further information about our retention periods, please refer to our data retention policy on the school website.

### **Pupils aged 16+**

We will also share certain information about students aged 16+ with our local authority and / or the provider of youth support services as they have responsibilities in relation to

the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education 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 students to the DfE as part of statutory data collections such as the school 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-supporting-information>.

The department may share information about our students 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 Department 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 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>

### **Requesting Access to Your Personal Data**

Under data protection legislation, parents, carers and students have the right to request access to information that we hold about them.

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 purposes of direct marketing;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- Claim compensation for damages caused by a breach of the data protection regulations

If you want to exercise any of the above rights, or make a request for your personal information, please contact the school data manager, Jacqueline Leyton-Thomas, in writing.

Parents/carers can make a request with respect to their daughter's data where she is not considered mature enough to understand her rights over her own data (usually under the age of 13) or where the daughter has provided consent.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### **Right to Withdraw Consent**

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Ms Leyton-Thomas at the school. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **Contact**

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with Ms Leyton-Thomas, in writing, in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Ms Leyton-Thomas, then you can contact the DPO on the details below: -

Data Protection Officer Name: Mr Stilwell

Data Protection Officer Details: Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE

Data Protection Officer Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns/>

### **Changes to This Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will inform you when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.