



Parent / Carer Privacy Notice (for the use of child's data)

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1 Introduction

Yarrow Heights School (“YHS”, “we”, “us”, “our”) are committed to protecting the privacy and security of the personal data we collect from and about students (“them”, “their”, “they”). We are further committed to ensuring we meet our legal obligations when processing their personal data.

The purpose of this privacy notice is to explain what personal data we collect about your child during their time at the school, why we collect it and how we use it. Yarrow Heights School is data controller, registered in the UK with the Information Commissioner’s Office (“ICO”), registration number ZA915011.

This privacy notice applies when we believe your child is not capable of understanding or exercising their data protection rights. It is important that you read this notice, so that you are aware of how and why we are using their personal data.

We update this privacy notice from time to time in response to changes in applicable laws and regulations, to our processing practices, and to the products and services we offer. When changes are made, we will amend the date on the first page of this document.

2 Personal data

Personal data means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data). There are “special categories” of more sensitive personal data which require a higher level of protection.

3 Categories of personal data we collect

The categories of personal data we collect, use, store and share (when appropriate) about your child may include, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs and CCTV images captured in our school



We may also collect, use, store and share (when appropriate) information about your child that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to, information about:

- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Any medical conditions we need to be aware of, including physical and mental health

We may also hold data about your child that we have received from other organisations, including other schools/academies, local authorities including social services and the Department for Education.

4 Why we use your child's data

We use the data listed above to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

5 Purposes and bases for using your child's personal data

We will only use your child's personal data when the law allows. Most commonly, we will use your child's personal information in the following circumstances:

- Where it is necessary for the purposes of carrying out a task in the public interest
- Where we need to comply with a legal obligation

We may also use your child's data in the following circumstances, which are likely to be rare:

- With your explicit consent
- Where we need to protect your child's vital interests (or someone else's interests)



We may use your child's personal data for the following purposes and on the following lawful bases:

Purpose	Lawful Bases for Processing
<p>To fulfil our statutory function as a school, including:</p> <ul style="list-style-type: none"> • Support student learning • Monitor and report on student progress • Provide appropriate pastoral care • Protect student welfare • Assess the quality of our service • Administer admissions waiting lists • Carry out research • Comply with the law regarding data protection and data sharing 	<p>Processing your child's data is necessary to meet our legal obligation and to fulfil a task in the public interest.</p> <p>For certain student learning and research projects, we will use consent from you as the basis to process your child's data.</p> <p>Processing your child's data is also necessary to fulfil the learning contract between your child and our school.</p> <p>When processing your child's special category data, we do so with your explicit consent, or in their vital interest if we have been unable to obtain explicit consent.</p>
<p>Provide appropriate access arrangements.</p>	<p>We have a legal obligation to provide appropriate access arrangements to ensure your child's safety.</p> <p>When processing your child's special category data, we do so with your explicit consent, or in their vital interest if we have been unable to obtain explicit consent.</p>
<p>Emergency health and welfare reporting to emergency services and other interested parties.</p>	<p>It is necessary to meet our legal obligation to ensure your child's health and safety while on school property and to report related incidents.</p> <p>When processing your child's special category data, we do so with your explicit consent, or in their vital interest if we have been unable to obtain explicit consent.</p>



<p>Ensuring the health and safety of staff and other students while on school property.</p>	<p>We process your child's personal data as we have a legal obligation to ensure the health and safety of staff and other students while on school property</p> <p>When processing your child's special category data, we do so with your explicit consent, or in their vital interest if we have been unable to obtain explicit consent.</p>

Where you have provided us with explicit consent to use your child's data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you can withdraw your consent if you wish to do so.

6 Collecting your child's data

While the majority of information we collect about your child is compulsory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is compulsory or optional. If it is compulsory, we will explain the possible consequences of not complying.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

7 How we store your child's data

We keep personal information about your child while they are a student at our school. We may also keep it beyond their attendance at our school if this is necessary. Our Data Retention and Destruction Policy and Schedule sets out how long we keep information about students.



We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed and we will dispose of your personal data securely when we no longer need it.

In some circumstances we may anonymise your child's personal data so that it can no longer be associated with them, in which case we may use such information without further notice to you.

8 Sharing your child's data

We do not share information about students 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 your child with:

- A local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Government departments or agencies
- Our youth support services provider
- Educators and examining bodies
- Our regulator (Ofsted, Independent Schools Inspectorate)
- Suppliers and service providers
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

8.1 National Pupil Database

We are required to provide information about students to the Department for Education (DfE) as part of statutory data collection, such as the school census and early years census.



Some of this information is then stored in the National pupil database (NPD), <https://www.gov.uk/government/collections/national-pupil-database>, which is owned and managed by the DfE 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 DfE may share information from the NPD with third parties, such as other organisations which promote children's education or wellbeing in England. These third parties 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.

9 How do we protect personal data

YHS takes the security of your child's data seriously. We have internal policies and controls in place to ensure that your child's data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by its employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of the data.

10 Data subject rights

You have certain rights in relation to the processing of your child's personal data, including to:

- **Request access** to their personal data (commonly known as a "Subject Access Request"). This enables you to receive a copy of the personal data we hold about your child and to check that we are lawfully processing it
- **Request rectification** of the personal data that we hold about your child. This enables you to have any incomplete or inaccurate information we hold about your child corrected
- **Request erasure** of your child's personal data. This enables you to ask us to delete or remove your child's personal data where there is no good reason for us to continue processing it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below)
- **Object to processing** of your child's personal data where we are relying on a legitimate



interest (or those of a third party) and there is something about your child's particular situation which makes you want to object to processing on this ground

- **Request the restriction of processing** of your child's personal data. This enables you to ask us to suspend the processing of your child's personal data, for example if you want us to establish its accuracy or the reason for processing it
- **Request the transfer** of your child's personal data to another party (data portability).

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your child's personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. Once we have received notification that you have withdrawn your consent, we will no longer process your child's information for the purpose or purposes you originally agreed to, unless we have another legitimate basis or legal requirement for doing so.

How to exercise your rights

If you wish to exercise your rights, please email richard.young@yarrowheights.com.

You will not have to pay a fee to access your child's personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

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.

Once your child is able to understand their rights over their own data (generally considered to be the age of 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make these requests on their behalf.

11 How to complain

Data subjects in the UK/EU have the right to lodge a complaint with a supervisory authority, if you believe we are infringing UK/EU data protection laws. You have the right to make a complaint at any time to the [Information Commissioner's Office](#) if you are concerned about the way in which we are handling your child's personal data.



12 Contact

You can contact us in relation to this privacy notice by emailing richard.young@yarrowheights.com.