



# **PRIVACY NOTICE**

## **Types of personal information we process**

1. The categories of personal information processed by us are:
  - a) Personal information (such as name, unique pupil number, address and other contact information);
  - b) Bank details and other financial information;
  - c) Characteristics (such as ethnicity, language, nationality, and country of birth);
  - d) Attendance information (such as sessions attended, number of absences and absence reasons);
  - e) Past, present and prospective pupil's academic, disciplinary, admissions records (including information about special needs), and examination scripts and marks;
  - f) Personnel files, including in connection with academic records, employment and safeguarding;
  - g) Where appropriate, information about individuals' health and welfare, and contact details for their next of kin;
  - h) References given or received by the school about pupils, relevant information provided by previous educational establishments and/or other professional organisations working with pupils;
  - i) Correspondence with and concerning staff, pupils and parents past and present; and
  - j) Images of pupils (and occasionally other individuals) engaging in school activities.

## **Why we collect and use this information**

2. We collect and use pupil information for the following purposes:
  - a) to support pupil learning;
  - b) to monitor and report on pupil progress;
  - c) to provide appropriate pastoral care and to safeguard our pupils;

- d) to assess the quality of our services;
- e) to comply with the law regarding data sharing;
- f) for the purposes of fulfilling our duties as an employer, including for the recruitment of staff, volunteers and contractors and conducting safeguarding checks as required by law;
- g) to maintain relationships with alumni and their parents and the wider community; and
- h) to promote the aims and achievements of the school.

### **The lawful basis on which we use this information**

3. We process a wide range of personal data to support our operations as an independent school. Some of this activity is required to fulfil our legal duties and obligations, including those under a contract with staff or parents of our pupils. We also expect that use of personal data will be made in accordance with the school's aims in paragraph 2, to the extent that these are not outweighed by the impact on individuals and provided it does not involve special or sensitive types of data.

### **Collecting pupil information**

4. In most cases, the school receives personal data from the individual directly. Parents provide pupil information when they apply on behalf of their child, or their child joins the school. Information may be collected via a form, or simply in the course of day-to-day interaction and communication (such as email, written assessments or by engaging in various activities).
5. In some cases, personal data will be supplied by third parties (e.g. another school or employer, or other professionals or authorities working with that individual) or collected from publicly available sources.
6. Regarding the collection of data from our computer systems, we refer to our "Information Technology" policy.

### **Storing pupil data**

7. We hold pupil and other data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason. Typically, the legal recommendation to keep ordinary staff personnel and pupil files is 7 years following departure from the school, although it is necessary to keep certain information longer. However, the ongoing Independent Inquiry into Child Sexual Abuse

(IICSA) has issued instructions to a range of institutions (including independent schools) regarding records relating to the care of children. Therefore, we are keeping pupil files indefinitely until further instructions are received.

### **Who we share pupil information with**

8. For the most part, personal data collected by us remains within the school and will be processed by appropriate individuals in accordance with access protocols.
9. We will need to share pupil and other personal information with:
  - a) schools that the pupils attend after leaving us;
  - b) our local authority and other governmental authorities;
  - c) the Department for Education (“DfE”); and
  - d) appropriate regulatory bodies.

### **Safeguarding**

10. Staff, pupils and parents are reminded that the school is under duties imposed by law and statutory guidance (including “Keeping Children Safe in Education”) to record or report incidents and concerns that arise or are reported to us, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on personal or safeguarding files, and in some cases referrals to relevant authorities such as the local authority designated officer/s (LADO) or the police. For further information about this, please read our “Child Protection Policy.” We keep a record of safeguarding concerns as reported even if they do not meet the statutory thresholds for reporting on a confidential basis.

### **Data collection requirements**

11. To find out more about the data collection requirements placed on us by the DfE (for example via the school census) visit <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
12. A parent or guardian can request that their child’s name, address and date of birth is passed to their local authority. This right is transferred to the child/pupil once they reach the age of 16.

### **The National Pupil Database**

13. The National Pupil Database (“NPD”) is owned and managed by the 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 DfE. 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.
14. 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, under the Education (Information About Individual Pupils) (England) Regulations 2013. Some of this information is then stored in the NPD.
15. To find out more about the NPD, visit <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.
16. 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:
  - a) conducting research or analysis;
  - b) producing statistics; or
  - c) providing information, advice or guidance.
17. 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:
  - a) who is requesting the data;
  - b) the purpose for which it is required;
  - c) the level and sensitivity of data requested; and
  - d) the arrangements in place to store and handle the data.
18. 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.

19. For more information about the department's data sharing process visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.
20. For information about which organisations the department has provided pupil information, (and for which project), visit <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.
21. To contact the DfE visit <https://www.gov.uk/contact-dfe>.

### **Requesting access to your personal data**

22. Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Arthur Goldberg on 020 7435 6621 or [arthur@academyhampstead.com](mailto:arthur@academyhampstead.com).
23. You also have the right to:
  - a) request the deletion or removal of personal data where there is no compelling reason for its continued processing;
  - b) object to processing of personal data that is likely to cause, or is causing, damage or distress;
  - c) prevent processing for the purpose of direct marketing;
  - d) object to decisions being taken by automated means;
  - e) in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
  - f) claim compensation for damages caused by a breach of your rights under data protection legislation; and
  - g) not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
24. If you have any concern about the way we are collecting or using your personal data, we ask that you raise the issue with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

### **Transfer of personal data outside the EU**

25. We may need to send personal data outside of the EU. The European Commission has produced a list of countries which have adequate data protection rules outside of the EU (which includes the EEA countries). For more information visit <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/international-transfers/international-transfers-a-guide/>.

## **Contact**

26. If you would like to discuss anything in this privacy notice, please contact Arthur Goldberg on 020 7435 6621 or [arthur@academyhampstead.com](mailto:arthur@academyhampstead.com).

**Reviewed and updated by Andrew Sandars**

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