

The Sweyne Park School - Privacy Notice for Parents (How we use information and data)

The information requested is for day to day and strategic administration of the school and any unforeseen emergency situations. The school has comprehensive and full procedures to ensure that the data is kept securely and only shared with appropriate people or organisations.

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

Personal information (such as name, unique pupil number and address), Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility), Attendance information (such as sessions attended, number of absences and absence reasons)

Why we collect and use this information

We use the pupil data:

- to support pupil learning and examination entries
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use pupil information under Article 6 and 9 of the GDPR-from 25 May 2018

Collecting pupil information

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data till they leave plus 1 year, longer in special cases.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- NHS and Community health services

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013 and section 507B of the Education Act 1996.

Data is also used for national research purposes) please see <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Pupils aged 13+ and 16+

The Local authority provides services as follows:

- youth support services

- careers advisers
- post-16 education and training providers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Requesting access to your personal data

Under GDPR 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, please see below.

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
- 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

For all requests and questions regarding this notice, please contact: admin@sweynepark.com