Old Palace & Children's House Federation

Privacy Notice for Parents and Carers

Who processes your information?

Old Palace & Children's House Federation is the data controller of the personal information you provide to us. This means the Federation will determine the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

There may be times when it is necessary to share your personal data with a third party, this will only done with your explicit consent, unless there is a legal requirement for the Federation to share your personal data.

Why do we collect and use your information?

Old Palace & Children's House Federation has the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, your LA (Local Authority) or the DfE (Department for Education.)

We collect and use personal data in order to meet our legal requirements and legitimate interests as set out in the UK GDPR (The UK General Data Protection Regulations) and UK law, including the following:

Article 6 and Article 9 of the UK GDPR
Education Act 1996
Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

To support pupil learning
To monitor and report on pupil progress
To provide appropriate pastoral care
To assess the quality of our service
To comply with the law regarding data sharing
To safeguard pupils

Which data is collected?

The categories of pupil information that the Federation collects, holds and shares include the following:

Personal information – e.g. names, pupil numbers and addresses
Characteristics – e.g. ethnicity, language, nationality, country of birth and free Federation meal eligibility
Attendance information – e.g. number of absences and absence reasons
Assessment information – e.g. national curriculum assessment results
Relevant medical information
Information relating to SEND
Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the Federation is mandatory, there may be some data that is provided on a voluntary basis. When we collect data from you we will inform you whether there is a mandatory requirement for you to provide this or whether your consent is required. When consent is required, the Federation will provide you detailed information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Old Palace & Children's House Federation and their families is stored in line with the school's UK GDPR Policy.

In accordance with the UK GDPR, the Federation does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The Federation is required to share pupils' data with the Department for Education (DfE) the Department of Health (NHS, GP Care, Federation Nurses etc) and your Local Authority (LA) on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The Federation is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the Federation census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

Conducting research or analysis.
Producing statistics.
Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Old Palace & Children's House Federation l will not share your personal information with any third parties without your consent, unless the law allows us to do so. The Federation routinely shares pupils' information with:

Pupils' destinations upon leaving the Federation
Your LA
The NHS
The DfE

There may be occasions where the Old Palace & Children's House Federation needs to share personal information about students and their families with professional third parties. These professional third parties include

Advisers (Health, Complaint Resolution Services Legal Departments, Insurance Services, and Accountants) with whom the Federation has a contract for services

Contractors with whom the Federation has a contract to provide services directly to students or families on the schools behalf. These include catering services , IT providers, student and family support

Formal Government Departments (HMRC, DfE, Police or LA)

Regulatory Departments (OFSTED or the Information Commissioners Office (ICO)).

Personal Information may also be shared with third parties who process data on behalf of the school

Web based IT services,
Website developers
Cloud storage providers.

Any information shared with third parties is subject to contractual arrangements and appropriate UK GDPR compliance of the relevant organisation

Sharing information with third parties is lawful because one of the following reasons applies:

- There is a legal obligation that Old Palace & Children's House Federation is subject to, for example our legal duty to safeguard pupils

- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm

- The disclosure is necessary for the performance of our education function which is a function in the public interest.

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

• Be informed about how the Federation uses your personal data.
• Request access to the personal data that The Cherry Trees Federation holds.
• Request that your personal data is amended if it is inaccurate or incomplete.
• Request that your personal data is erased where there is no compelling reason for its continued processing.
• Request that the processing of your data is restricted.
• Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Old Palace & Children's House Federation is collecting or using your personal data, you can raise a concern the Data Protection Officer by contacting them at dpo@specialistredactionservice.co.uk, and if you remain dissatisfied you can contact the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

The School's Data Protection Officer can be contacted at dpo@specialistredactionservice.co.uk