



# Lady Margaret School Privacy Notice

## How we use Pupil and Parent Information

Under General Data Protection Regulations (GDPR) and the Data Protection Act 2018 we are obliged to inform you of the information we hold on you and your child(ren), what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. If it, or any information linked to it is unclear, please contact the school office, or the school's Data Protection Officer. Contact details for both are available at the end of this privacy notice.

We, Lady Margaret School at Parsons Green, London SW6 4UN are the Data Controller for the purposes of data protection law.

As a public body we have appointed Grow Partners Ltd as Data Protection Officer (DPO), the responsible contact is David Coy, who is contactable via email [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org).

### **1. The categories of pupil & parent information that we collect, hold and share include but are not limited to:**

- Basic Details (e.g. name, date of birth, gender, formal school photograph)
- Registration Details (e.g. admission date, leaving date, unique learner number, year group, form group)
- Family Home (e.g. student address, parent's name, parent's email, parent's telephone number)
- Additional Information (e.g. in Local Authority care, ever in care, pupil premium)
- Medical (e.g. dietary need, medical condition)
- Free School Meal (e.g. eligibility, start date)
- Parental Consent (e.g. consent for internet access, informal student photograph, school trip consent)
- Attendance Information (e.g. present, absent, late, absence notes)
- Ethnic / Cultural (e.g. national identity, ethnicity, religion, first language)
- Conduct / Behaviour (e.g. behaviour points, detention record, exclusions)
- History (e.g. previous schools, previous classes)
- SEN (e.g. SEN status, SEN needs)
- Performance Data (e.g. statutory assessments, examinations results, assessments, predicted grades)
- Safeguarding (e.g. child protection information, social services reports, safeguarding information)
- Correspondence (e.g. letters to parents/carers about individual students, letters from parents /carers about individual students)
- Rose Fund (e.g. name of donating family, standing order details, bank account, amount of donation)
- Admission Forms (e.g. proof of address, references, sibling information)

- Photographs (for internal safeguarding and security purposes, school newsletters, media and promotional purposes)
- CCTV images

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

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

We use the pupil and parent data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral and medical care
- for safeguarding and pupil welfare purposes
- to administer admissions waiting lists
- for research purposes
- to inform you about events and other things happening in the school
- to inform you about events and other things happening in external organisations closely connected to the school
- to fundraise
- to assess the quality of our services
- to comply with the law regarding data sharing

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

Our lawful basis for collecting and processing pupil information is defined under Article 6 of the GDPR (also included in the Data Protection Act 2018), and the following sub-paragraphs apply:

- (a) Data subject gives consent for one or more specific purposes.
- (c) Processing is necessary to comply with the legal obligations of the controller.
- (d) Processing is necessary to protect the vital interests of the data subject.
- (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).
- (f) Processing is necessary for your legitimate interests or the legitimate interests of a third party

Our lawful basis for collecting and processing pupil information is also further defined under Article 9 of the GDPR (also included in the Data Protection Act 2018), in that some of the information we process is deemed to be sensitive, or special information and the following sub-paragraphs apply:

- (a) The data subject has given explicit consent.
- (b) It is necessary to fulfil the obligations of controller or of data subject.
- (c) It is necessary to protect the vital interests of the data subject.
- (d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- (g) Reasons of public interest in the area of public health

A full breakdown of the information we collect on pupils can be requested by contacting the School's Data Manager, Magdalena Telecka-Klimkiewicz by email

[mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk](mailto:mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

An example of how we use the information you provide is:

The submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

#### **4. 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 and the Data Protection Act 2018, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

#### **5. Storing pupil data**

We hold pupil data whilst the child remains at Lady Margaret School. The file will be retained until the child reaches 25 years of age. Where there is a legal obligation to retain the information beyond that period the school will do so in line with its Data Retention Policy. When a pupil leaves Lady Margaret School to attend another school the file will follow the pupil.

Pupil information that we collect can be requested by contacting the School's Data Manager, Magdalena Telecka-Klimkiewicz by email [mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk](mailto:mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138.

We have a Data Protection Policy and appropriate procedures in place, which are regularly reviewed. Please refer to the school's Data Protection Policy for further information which can be found on the school website [www.ladymargaret.lbhf.sch.uk](http://www.ladymargaret.lbhf.sch.uk)

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

We routinely share pupil information with appropriate third parties, including:

- Our local authority – to meet our legal obligations to share certain information with it, e.g. safeguarding concerns and exclusions
- The Department for Education, e.g. school census
- The pupil's family and representatives
- Educators and examining bodies, e.g. AQA and UCAS
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, e.g. ParentPay, ParentMail, Contact Group (text alerts), Caterlink, InVentry (signing in system)
- Financial organisations

- Central and local government
- Our auditors
- Survey and research organisations
- Health and social welfare authorities, e.g. school nurse
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies, e.g. PiXL
- Schools and other educational institutions that the pupils attend after leaving us
- Lady Margaret School PTA
- LMX (the school's alumnae association)
- Prospective employers where a pupil or former pupil has requested the school to provide a reference

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## 7. 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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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.

## 8. Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## 9. Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or 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:

- youth support services
- careers advisers

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.

## 10. Pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or 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.

## 11. 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 pupils to the DfE as part of statutory data collections such as the school census and early years 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 pupils 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 about 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 DfE: <https://www.gov.uk/contact-dfe>

## **12. Requesting access to your personal data and your Data Protection Rights**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold, through a Subject Access Request.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a Subject Access Request with respect to any personal data the school holds about them.

If you make a Subject Access Request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Lady Margaret School reserves the right to verify the requesters identification by asking for photo ID, if this proves insufficient then further ID may be required.

If you would like to make a request, please contact in the first instance the School's Data Manager, Magdalena Telecka-Klimkiewicz by email [mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk](mailto:mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact the School's Data Manager, Magdalena Telecka-Klimkiewicz by email [mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk](mailto:mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138.

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; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

### **13. Data Protection Breaches**

If you suspect yours or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage. Then we ask that you please contact the School's Data Manager, Magdalena Telecka-Klimkiewicz by email [mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk](mailto:mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138.

### **14. Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Please contact in the first instance the the School's Data Manager, Magdalena Telecka-Klimkiewicz by email [mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk](mailto:mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138.

To make a complaint, please contact our Data Protection Officer, Grow Partners Ltd, by contacting David Coy via email [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **15. Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the School's Data Manager, Magdalena Telecka-Klimkiewicz by email [mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk](mailto:mteleckaklimkiewicz@ladymargaret.lbhf.sch.uk) or telephone 020 7736 7138.