



Kelford School

an academy within Nexus MAT



Oakdale Road, Kimberworth, Rotherham, S61 2NU

Tel: 01709 512088 Fax: 01709 512091 Email: kelfordschool@nexusmat.org

www.kelfordschool.com www.nexusMAT.org

Headteacher: Mrs. Jacky Tattershall

Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Kelford School, are the 'data controller' for the purposes of data protection law.

Our data protection officer (DPO) is Warren Carratt (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Family contact information
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medication currently taken at school or at home
- Attendance information
- Safeguarding information
- Details of any support received by external agencies, including reports, care packages and plans
- Photographs
- CCTV images captured in school

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Health, including any medical conditions including physical and mental health, and sickness records

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

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Communication with families
- Protect pupil welfare and ensure pupils are safeguarded
- Assess the quality of our services
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

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.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

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

How we store this data

We create and maintain a pupil file for each pupil at school. The information contained in this file is kept secure and is only used for the relevant legal basis. Electronic pupil files are kept on the network server which is securely kept in school and backed up to physical tapes which are stored in locked cupboards.

Pupil information is also kept electronically on our Information Management System (SIMS) which is stored on our internal secure server. This information can be used by third party companies who we contract to provide a service. If this is the case we will do a thorough assessment of their systems and policies to ensure they are compliant with GDPR and your data is held securely and will not be mishandled and the service they provide has a legal basis for using your information.

We also store confidential pupil information on Microsoft Teams which is password protected and only accessible by staff with the correct permissions. All files are encrypted in transit and at rest. Microsoft uses industry standard technologies such as TLS and SRTP to encrypt all data in transit between users' devices.

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The Nexus Multi Academy Trust Records Management Policy sets out how long we keep information about pupils. This can be accessed online at <http://nexusmat.org/wp-content/uploads/2016/08/Records-Management-Policy-1.pdf> or you can request a hard copy by contacting school.

Data sharing

We do not share information about pupils 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 pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information with it for school census and statutory exam results

- The pupil's family and representatives – to provide information regarding the pupils learning, progress and general wellbeing in school
- External Educators – to enable them to provide suitable education and safeguarding
- Examining bodies – to meet legal requirements to allow pupils to undertake coursework and exams
- Our regulator (Ofsted) – so they have the necessary information to make an informed judgement of our school to make sure we are providing suitable education and wellbeing
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Our auditors - so they have the necessary information to make an informed judgement of our school
- Health authorities - to enable them to ensure the wellbeing and safeguarding of our pupils
- Health and social welfare organisations - to enable them to ensure the wellbeing and safeguarding of our pupils and their families
- Professional advisers and consultants – to enable them to support and advise the school to make improvements
- Police forces, courts, tribunals - to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Professional bodies - to meet our legal obligations to share certain information with them
- Other schools – to pass on information to receiving schools if a pupil transfers.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department 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 Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations 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.

Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Rotherham Local Authority as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Rotherham Local Authority.

Transferring data internationally

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.

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

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.

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

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's educational record. To request access, please contact Matthew Sorby, Data and Systems Manager on 01709 512088 or msorby@nexusmat.org

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

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.

To make a complaint, please contact our data protection officer.

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Warren Carratt – ceo@nexusmat.org

This notice is based on the [Department for Education's model privacy notice for pupils](#), amended for parents and to reflect the way we use data in this school.