



**Eastlea**  
COMMUNITY SCHOOL

# Privacy Notice (Parent/ Carers)

<b>Leadership Team Responsibility:</b>	School Business Manager
<b>Presented to Interim Executive Board on:</b>	17th July 2020
<b>Review Date:</b>	July 2023

# Privacy Notice for Parent/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**.

Eastlea Community School E16 4NP is the 'data controller' for the purposes of data protection law.

Rebecca Gooby, School Business Manager, is our data protection officer

## 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, family background, identification documents
- results of internal assessments and externally set tests
- pupil and curricular records
- characteristics such as ethnic background, eligibility for free school meals or special educational needs
- exclusion information
- details of any medical conditions, including physical and mental health
- attendance information
- safeguarding information
- details of any support received, including care packages, plans and support providers photographs
- CCTV images captured in school

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
- protect pupil welfare
- assess the quality of our services

- administer admissions waiting lists
- carry out research
- comply with the law regarding data sharing
- contact you, or designated emergency contacts, when we need to do so.

### **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 need to protect the individual's vital interests (or someone else's interests)
- we have obtained consent to use it in a certain way
- we have legitimate interests in line with reasonable expectations

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 will make it clear whether you must provide this information (and, if so, what the possible consequences are of not complying), or whether you have a choice.

### **How we store this data**

We keep personal information about pupils while they are attending our school for as long as is necessary. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

### **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, the London Borough of Newham - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions

- The Department for Education
- the pupil's family and representatives
- educators and examining bodies our regulator,
- OFSTED
- suppliers and service providers (where necessary) - to enable them to provide the service we have contracted them for such as access to online educational resources
- Central and local government
- Health Authorities
- health and social welfare organisations
- professional advisers and consultants
- police forces, courts, tribunals
- professional bodies - where we have legitimate interests such as accreditation

### **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 the London Borough of Newham, 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 the London Borough of Newham.

## **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. This will only occur if a pupil transfers to a school outside the EEA.

## **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.

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
- give you a copy of the information within 30 days

Please be aware that it may be difficult to meet the 30 day timescale if a subject access request is received during school holidays, or the 30 day period overlaps a school holiday period.

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

If you would like to make a subject access request, please contact the School or the school's DPO, Rebecca Gooby (see contacts below).

Parents/carers also have a legal right to access their child's **educational record**. To request access, please contact Rebecca Gooby.

## **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 the school's DPO, Rebecca Gooby (see contacts below).

### **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 concerns about our data processing, please raise this with data protection officer in the first instance.

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**

For the schools DPO Rebecca Gooby please contact in the following:

**Post:** Eastlea Community School

Pretoria Road  
Canning Town  
E16 4NP

**Telephone:** 020 7 540 0400

**Email:** [info@eastlea.newham.sch.uk](mailto:info@eastlea.newham.sch.uk)

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

[dpo@npw.uk.com](mailto:dpo@npw.uk.com)

020 8249 6900