



## **Student Privacy Notice – The Grove**

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## Introduction and Purpose:

This Privacy Notice is for students at Heartlands Community Trust, and designed to be GDPR and Data Protection Act 2018 compliant.

The Grove (The School) is part of Heartlands Community Trust (the **Trust**). The Trust operates the School and is ultimately responsible for how the School handles your child's personal information.

This notice is to help parents understand **how** and **why** the Trust collects your child's personal information and **what** we do with that information. It also explains the decisions that you can make about your child's information.

If you have any questions about this notice please contact the Data Protection Officer for the Trust, Leslie Boodram, Chief Finance Officer, at: [leslie.boodram@heartlands.haringey.sch.uk](mailto:leslie.boodram@heartlands.haringey.sch.uk).

## What is "personal information"?

Personal information is information that the Trust Schools hold about your child and which identifies your child.

This includes information such as your child's name, date of birth and address as well as things like exam results, medical details, unique pupil number and behaviour records. We collect and store your child's personal information, such as your child's religion or ethnic group (to help us address their cultural needs, if any). CCTV, photos and video recordings of your child is also personal information.

## Our legal bases for using your information

This section contains information about the legal bases that we are relying on when handling your child's information.

The two tables below contain a general description of the different legal bases we are relying on for each of the purposes described at the table below.

### Legal obligation ("LO")

The School may need to use your child's information in order to comply with a legal obligation, for example to report a concern about their wellbeing to Children's Services. We will also have to disclose their information to third parties such as the courts, the local authority or the police where legally obliged to do so.

### Vital interests ("VI")

In limited circumstances we may use child's information to protect their vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

### Performance of a task carried out in the public interest ("PI")

This applies where what we are doing is for the benefit of the public generally. The following are examples of where this applies:

- providing your child and others with an education;
- safeguarding and promoting their welfare and the welfare of your classmates;
- facilitating the efficient operation of the School; and

- ensuring that we comply with all of our legal obligations.

#### Legitimate interests ("LI")

This means that the School is using your child's information when this is necessary for the School's legitimate interests except when their interests and fundamental rights override our legitimate interests. We won't rely on this basis when your child's interests and fundamental rights override our legitimate interests.

We have a legitimate interest in using your child's information to:

- promote the school including fundraising and publicity;
- preserve historical school records; and
- enhance standards of school.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation, trade union membership (e.g. if your child are a member because of an apprenticeship) is also a special category of personal information.]

#### Substantial public interest ("SPI")

The School is allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above. For example, the School will use information about your child's health to look after them whilst they are at school. We may also use other types of special category personal data about your child to provide them with an education, to look after them and their classmates or when the School is inspected

#### Social protection and social security law ("ESP")

There will be times when the School needs to use your child's information because we are an employer (e.g. we employ your child's teachers). Also the School will use your child's information to comply with social protection law (e.g. to look after them) and social security laws (e.g. to provide your child with free school lunches if they are entitled to these). Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.

#### Vital interests

In limited circumstances we may use your child's information to protect your their interests or the vital interests of someone else (e.g. if your child or someone else are seriously hurt).

#### Legal claims ("LC")

We are allowed to use your child's information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers. This applies whenever sharing special category data is necessary in relation to legal claims.

#### Medical purposes("MP")

This includes medical treatment and the management of healthcare services.

We may ask for consent for your child in certain ways. If we ask for your consent you can take back this consent at any time. Any use of your information before you withdraw your child’s consent remains valid. Please speak to your child’s form tutor if you would like to withdraw any consent given.

### How and why does the School collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The letters highlighted below refer to the legal bases we are relying on. Please see the section above for an explanation.

	Use of your personal information	Legal bases
1.	The School's primary reason for using your child’s personal information is to provide them with an education	LO, PI, SPI
2.	The School will also use your child’s personal information to safeguard and promote their welfare and the welfare of others mainly while at school (for example, so that we can look after them if you are hurt)	LO, PI, SPI, ESP, MP

Admissions forms give us lots of personal information. We get information from the child, yourselves/carers, teachers and other students. Your child’s old school also gives us information about them so that we can teach and care for them.

Sometimes we get information from your child’s doctors and other professionals where we need this to look after them.

	Use of your personal information	Legal bases
3.	We will use your child’s personal information from yourselves before they join school during the admissions process. We may inform their old school if they have been offered a place at the School	LO, PI, SPI
4.	We need to tell the appropriate teachers if your child has a health issue	LO, PI, SPI
5.	If we have information that you child suffers from an allergy, we will use this information so that we can look after them	LO, PI, SPI, VI, MP
6.	We will need to tell your child’s teachers if they have special educational needs or need extra help with some tasks	LO, PI, SPI
7.	We will need to share information about your child (e.g. about their health and wellbeing) with the school nurse or counsellor to look after them well	LO, PI, SPI, ESP, MP
8.	If your child has an Education Healthcare Plan, we will need to share their information with the local authority and all professionals involved so that we can provide the best care for your child	LO, PI, SPI, ESP, MP
9.	If we have information that your child suffers from a disability we will use that information to provide support	LO, PI, SPI, ESP and in certain circumstances, MP
10.	Where appropriate, the School will use information about your child’s religious beliefs and practices. For example, if they do not eat certain foods	LO, PI, SPI
11.	We use CCTV to make sure the School site is safe and for security purposes.	LO, PI, SPI

	Note, CCTV is not used in private areas such as changing rooms	
12.	We will be told if your child receives free school meals so that we can provide these	LO, PI, SPI
13.	We record your child's attendance and if they have time away from the School we record the reason(s) why	LO, PI, SPI
14.	We will need to report some of your child's information to the government (e.g. the Department for Education). We will need to tell the local authority that your child attends the School, and if they leave the School or let them know if we have any concerns about their welfare	LO, PI, SPI, ESP
15.	We are legally required to provide the Department for Education with certain information about your child and their classmates. Some of this information will be stored on the National Pupil Database. Organisations can request information about your child from the National Pupil Database. But they are only allowed to do this for limited purposes and they must be very careful about how they use your information. More information can be found here - <a href="https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information">https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information</a>	LO, PI, SPI
16.	We may need to share information about your child with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School	LO, PI, SPI
17.	We will need information about any court orders or criminal matters/petitions related to your child. This is to help us safeguard their welfare and wellbeing and the other students at the School	LO, PI, SPI
18.	Depending on where your child will go when they leave us we will provide their information to other schools, colleges and universities, UCAS or potential employers. For example, we will share information about your child's exam results and provide references	LO, PI, SPI
19.	We may pass on information to your child's next school which they need to look after your child, for example, information about any concerns we have had about their welfare	LO, PI, SPI, ESP
20.	When your child takes public examinations (e.g. GCSEs) we will need to share information about them with examination boards. For example, if they require extra time in their exams	LO, PI, SPI
21.	When we are inspected by Ofsted. We will have to make your child's information available to the inspectors to assist them with their inspection	LO, PI, SPI
22.	If the School receives a complaint or grievance which involves your child we will need to use their information to deal with this appropriately. For example, if you make a complaint or if another parent complains about an issue which involves your child	LO, PI, SPI
23.	If your child has a safeguarding file, we are legally required to pass this file to their next school	LO, LO, PI, SPI, ESP
24.	The Learning Records Service (which is part of the government) will give us your child's unique learning number. We may receive details about your child (e.g. their qualifications) from the Learning Records Service	- LO, PI, SPI, ESP
25.	We will provide your child's information to the local authority so that they	LO, PI, SPI

	can provide careers advice. We may also share your child's information with the provider of youth support services	
26.	The School is sometimes inspected to make sure that we are continuing to be a good school. We will have to make your information available to the inspectors to help them to carry out their job -	LI, LO, PI, SPI
27.	If someone makes a complaint about how the School has behaved we may need to use your child's information to deal with this appropriately. For example, if you parents complain that we have not looked after your child properly	LO, PI, SPI
28.	We may need to share information about your child with the police or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your classmates is injured at the School or if there is a burglary	LO, PI, SPI, LC
29.	We use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We will share your child's information with them if this is relevant to their work	LO, PI, SPI
30.	If your child have misbehaved in a serious way, we may need to share information with the police and we may need to use information about the action taken by the police	LO, PI, SPI, ESP
31.	We may share some information with our insurance company to make sure that we have the insurance cover that we need	LO, PI, SPI, LC
32.	We may use your child's information when responding to an incident, for example, if something is published on social media which concerns the School	PI, LI
33.	We will share your child's academic and (where fair) your child's behaviour records with you (parents or carers) so you can support your child's schooling	LO, PI, SPI, ESP
34.	We will monitor your child's use of email, the internet and mobile electronic devices e.g. iPads using different techniques including special software for the purpose. In certain circumstances we will look at the content of your child's communications (e.g. emails and text messages). We monitor and look at your child's use of technology (e.g. their use of their phone) to check that they and their classmates are not misbehaving, at risk of harm or for other good reasons. If you/they would like more information about this you/they can read the acceptable use of IT and email policy or speak to their form tutor	LO, PI, SPI
35.	We may use information about you child if we need this for historical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School	LI
36.	We may use photographs or videos of your child for the School's website and social media sites or prospectus to show prospective students what we do here and to advertise the School. We may continue to use these photographs and videos after they have left the School	LI.
37.	Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson or as part of an art lesson –	LI

	If you/they have concerns about us using photographs or videos of your child please speak to their form tutor	
38.	We publish our public exam results, sports fixtures and other news on the website and put articles/photographs in the local news to tell people about what we have been doing	LI
39.	We will keep details of your child’s address when you leave so we can find out how they are getting on	LI
40.	The School must make sure that our computer network is working well and is secure. This may involve information about your child, for example, our anti-virus software might scan files containing information about them	LO
41.	We may share information about your child with another School in the Trust. For example, how well they have behaved at the School and their test results	LO, PI, SPI

We will only share your child’s information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.

We sometimes use contractors/outsourcing partners to handle personal information on our behalf. The following are examples:

- IT consultants who might access information about your child when checking IT network security or checking the accuracy of personal details on databases with personal data of parents and children; and
- We may use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site, however, we ensure all IT and non-IT is secure within the Cloud Infrastructure.

If you or your child have any questions about any of the above, please speak to the form tutor.

### **Criminal offence information**

In exceptional circumstances, we may use information about criminal convictions or offences. We will only do this where the law allows us to. This will usually be where such processing is necessary to carry out our obligations and to look after our students.

### **More than one basis**

As you will see from the information, in some cases we will rely on more than one basis above for a particular use of your child’s information. In addition, we may move from one of the legal bases listed above to another as circumstances change. For example, if we become really worried about your child’s wellbeing, we may start to rely on legal obligation to share personal information with the local authority in addition to the other legal bases which are noted for looking after you child.

### **Consent**

We may ask for your child’s consent to use their information in certain ways as an alternative to relying on any of the bases in the table above. For example, we may ask for your child’s consent before taking or using some photographs and videos if the photograph or video is more intrusive and we cannot rely on our legitimate interests or it being in the public interest. If we ask for consent to use your child’s personal information you/they can take back this consent at any time.

Any use of your child's information before you withdraw your consent remains valid. Please speak to your form tutor if you would like to withdraw any consent that you/your child have given.

### **Biometrics**

The School uses biometric technology for the purpose of managing school meals, school printers and reprographics and the issue of books within the library. Biometric technology uses personal information about an individual's physical or behavioural characteristics to identify that person; which can include their fingerprints, facial shape, retina and iris patterns, and hand measurements. This is used by the School for electronically recording library and printing transactions, as well as payments and purchases.

By definition the data derived from this technology is both personal and special category data. Your participation in the use of the technology is optional, however, explicit consent is required by a person/s with parental responsibility. You can also withdraw that consent at any time. Note, if one parent withdraws consent, all consent will be rescinded.

### **Sending information to other countries**

As far as possible, we use EU based suppliers for all our School related activities and check security policies of personal data to protect your child's personal data as per EU GDP. We may send your child's information to countries which do not have the same level of protection for personal information as there is in the UK and EEA (which means the European Union, Liechtenstein, Norway and Iceland). For example, we may:

- Store your child's information on cloud computer storage based overseas; or
- Communicate with your child by email when they are overseas (for example, when you/they are on holiday).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: [http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index\\_en.htm](http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm)

If the country that we are sending your child's information to is not on the list, or is not a country within the EEA, then it might not have the same level of protection for personal information as there is in the UK.

We will provide you child with details about the safeguards which we have in place outside of this privacy notice. If you/your child have any questions about the safeguards in place please contact the form tutor.

### **For how long do we keep your information?**

We keep your child's information for as long as we need to in order to educate and look after them. We will keep some information after your child have left the School, for example, so that we can find out what happened if you/someone make as complaint.

In exceptional circumstances we may keep your child's information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Please see our Information and Records Retention Policy for more detailed information. This can be found on our website [here](#).

## What decisions can you make about your information?

From May 2018 you will be able to make various decisions about your child's information. Some of these are new rights whilst others build on your child's existing rights. Your child's rights are as follows:

- **Rectification:** if information about your child is incorrect you can ask us to correct it.
- **Access:** you can also ask what information we hold about your child and be provided with a copy. This is commonly known as making a Subject Access Request. We will also give you extra information, such as why we use this information about your child, where it came from and what types of people we have sent it to.
- **Deletion:** you can ask us to delete the information that we hold about your child in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of your child's information to you or to a third party in a format that can be read by computer in certain circumstances.
- **Restriction:** our use of information about your child may be restricted to simply storing it in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- **Object:** you may object to us using your child's information where:
  - we are using it for direct marketing purposes;
  - the legal basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Our legal bases for using your child's information" above; and
  - we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of your child's class for historical reasons.

Your form teacher can give you more information about your child's data protection rights.

## Further information and guidance

This notice is to explain how we look after your child's personal information. Their form teacher can answer any questions which you/they might have.

Please speak to the form teacher if you would:

- like to exercise any of your rights listed above; or
- like us to update the information we hold about you; or
- prefer that certain information is kept confidential.

The School has a Data Protection Officer [leslie.boodram@heartlands.haringey.sch.uk](mailto:leslie.boodram@heartlands.haringey.sch.uk) who monitors and advises on the School's data protection compliance.

You/your child can ask the form teacher to speak to the Data Protection Officer.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: [ico.org.uk](http://ico.org.uk).