



Privacy notice for Pupils, Parents and 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 is to help you understand how and why we collect personal information about you and your child and what we do with that information. It also explains the decisions that you can make about your information.

We, Round Oak School and Support Service, Brittain Lane Warwick CV34 6DX, are the Data Controller for the purposes of data protection law.

Our Data Protection Officer role is met through the School Data Protection Officer service provided by the Local Authority (see 'Contact us' below).

The personal data we hold about pupils

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.
- Admission information.
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs.
- Pupil and curricular records.
- Results of internal assessments and externally set tests.
- Details of any medical conditions, including physical and mental health.
- Accident reports.
- Attendance information.
- Data about your use of the school's information and communications system.
- Safeguarding information including information about a pupil's home life.
- Details of any support received, including care packages, plans and support providers.
- Exclusion information.

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

The personal data we hold about Parents/Carers

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

- Contact details and contact preferences.
- Data about your use of the school's information and communications system if you connect to our network, for instance during a Coffee Morning

Why we use this data

We use this data to:

- Support pupil learning.
- Monitor and report on pupil progress.
- Provide appropriate pastoral care.
- Safeguard pupils.
- Provide appropriate medical, speech and language and counselling care.
- Assess the quality of our services.
- Administer admissions waiting lists.
- 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 legal obligations.
- 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), particularly in an emergency.

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 keep personal information about pupils while they are attending our school in paper and electronic formats. We hold pupil data for up to seven years after they leave the school or 25 years from the child's date of birth. SEN information is kept for a minimum of 35 years. If any safeguarding information has been recorded about a child, we are required to archive those records for the lifetime of that child. Our record retention is based on the recommendations found in the Information and Records Management Society's [toolkit for schools](#).

Data sharing

We do not share information about pupils with any third party without consent unless we are required to by law or our policies allow us to do so within the Regulations.

Below we list the reasons we share personal information about pupils and the organisations with which we share this information:

-To meet our legal obligations

- The Department for Education - to share certain information, such as the school census (see below).
- Our Local Authority - information such as safeguarding concerns and exclusions.
- Ofsted - to allow the service the school provides to be nationally assessed.
- Police forces, courts and tribunals.

-To allow suppliers to provide the service for which we have contracted them

- Capita SchoolComms - communications with parents. SchoolComms may also ask consent for payment details to pay for school meals and events.
- Leafhopper Evolve + - to manage external school events.
- Local Authority ICT Development Service - to provide IT services including backup of our network data and the School Information Management System (SIMS).
- Other Local Authority Services - to provide legal and support services.

-To carry out our public task

- Solar - an online target and assessment tool.
- Examination boards - to allow external pupil assessment.

-To allow emergency services to provide vital and immediate help, (this is called "vital interest")

- Medical staff and Emergency Services.

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 our local authority or youth support services, 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 our local authority or youth support services.

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.

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 other organisations 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 the school.

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 School Data Protection Officer (see 'Contact us', below).

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 **School Data Protection Officer**:

- schoolDPO@warwickshire.gov.uk
Warwickshire Legal Services,
PO Box 9,
Shire Hall,
Warwick
CV34 4RL

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.