



PARENT PRIVACY POLICY

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 and their parents/guardians**.

We, Rida Girls' High School, are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted via the address on title page.

The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, gender, religion 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 and their parents / guardians 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
- Safeguard and promote pupil health and welfare
- Assess the quality of our services
- Administer admissions waiting lists

- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use personal data of pupils and their parents / guardians 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Where we have obtained consent to use personal data of pupils and their parents / guardians, this consent can be withdrawn at any time.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 personal data of pupils and their parents / guardians 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 and their parents / guardians 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 and their parents / guardians 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.

A copy of the retention schedule is available on request by contacting the data protection officer via the address on title page.

Data sharing

We do not share information about pupils and their parents / guardians 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 and their parents / guardians with:

- ***Our local authority*** – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- ***The Department for Education (a government department)*** – we share data with the Department for Education on a statutory basis. We are required to share information with the (DfE) under regulation 5 of *The Education (Information about Individual Pupils) (England) Regulations 2013*.
- ***Educators and examining bodies*** – to deliver and administer pupil's education, record the details of their studies (including placements with external organisations), and determine /confirm their academic achievements (e.g. results, prizes). We need to tell the appropriate teachers if some pupils are allergic to something or might need extra help with some tasks.

- **Our regulator** (the organisation or “watchdog” that supervises us), (e.g. Ofsted)- to monitor the school’s performance and to intervene or assist with incidents as appropriate. Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted’s assessment of the effectiveness of education initiatives and policy. Ofsted also uses information about the views of children and young people and their parents / guardians, to inform children’s services inspections in local authority areas.
- **Suppliers and service providers** – so that they can provide the services we have contracted them for
- **Financial organisations** – to administer the financial aspects of your relationship with us and any funders.
- **Central and local government** – to give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend and to provide reference to potential employers of past students.
- **Health authorities** – We need to share information about pupil’s health and wellbeing with the NHS, Department of Health, the school nurses, immunization team, school GP, Public Health etc... to safeguard and promote pupil health and welfare, prevent the spread of infections, and to protect against life threatening diseases some of which may pose a public health concern. The NHS also use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them.
- **Security organisations** – to operate security (including CCTV) in accordance with the school’s CCTV policy; and where otherwise reasonably necessary for the school’s purposes, including to obtain professional advice and insurance for the school
- **Health and social welfare organisations** – to safeguard student welfare and provide appropriate pastoral (and where necessary, medical) care, and take appropriate action in the event of an emergency, incident or accident, including by disclosing details of their medical condition where it is in their interest to do so: for example, for medical advice, social services, insurance purposes or to organisers of school trips;
- **Professional advisers and consultants** – to assist the school in fulfilling its obligations and to help the school run properly. We might need to share pupil’s information with them if this is relevant to their work.
- **Police forces, courts, tribunals** – to fulfil and monitor our responsibilities under equalities, immigration and public safety legislation. We will need information about any court orders or criminal matters which relate to pupils. This is so that we can safeguard pupil’s welfare and wellbeing and the other pupils at the school. We need to share information with the police or our legal advisers if something goes wrong or help with an enquiry. For example, if a pupil is injured at school or if there is a burglary.
- **Professional bodies** – in accordance with Data Protection Law, some of the school’s processing activity is carried out on its behalf by third parties, such as IT systems, web developers and cloud storage. Where possible this is subject to contractual assurances that personal data will be kept securely and only in accordance with the schools’ specific direction.

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.

Parents and pupils' rights regarding personal data

As we are an independent school, there is no automatic parental right of access to the educational record of your child. However, where a reasonable request is made, consideration will be given to provide this information judged on a case-by-case basis.

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

Parents/guardians 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.