



DEENWAY MONTESSORI SCHOOL  
& UNICITY COLLEGE  
DEO VOLENTE VINCIT QUI SE VINCIT

# Data Protection Policy and GDPR Privacy Notices

**Approved by:** Headteacher (Munawar Karim)

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## 1. Aims

This policy and the accompanying privacy notices aim to:

- i. support the school as a Data Controller to be compliant with its obligations under the GDPR and DPA.
- ii. ensure that personal information collected by the school about students, staff and parents or families is dealt with properly and securely, in accordance with the required legislation.
- iii. commit the school to being concise, clear and transparent about how it obtains and uses personal information, ensuring that data subjects are aware of their rights under the legislation
- iv. ensure that there is consistency in applying data collection protocols to all personal information collected, regardless of the way it is used, recorded and stored and whether it is held in paper files or electronically.
- v. help staff to have a general understanding of the law and understand how it may affect their decisions in order to make an informed judgement about how information is gathered, used and deleted.

## 2. Legislation and statutory requirements

This policy is based on:

- The General Data Protection Regulation 2018 (GDPR)
- The Data Protection Act 2018 (DPA) and related legislation
- The Privacy and Electronic Communications Regulations 2011 (PECR) and the Privacy and Electronic Communications (Amendment) Regulations 2018
- Article 8 of the Human Rights Act 1998 (HRA)

## 3. Definitions

- i. **Personal information or personal data** is information that the school holds about its students and parents which identifies them and relates to them. This includes information such as name, date of birth and address, other contact details, examination results, medical details and behaviour records.
- ii. **Sensitive personal information** is data which reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, sexual life, sexual orientation, genetic or biometric data which uniquely identifies a natural person, or personal data relating to criminal offences and convictions
- iii. **Staff** includes teachers, administrative staff, support staff, volunteers and temporary staff.
- iv. **Data Controller** means the person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data. It is responsible for establishing practices and policies in line with the GDPR. The school is the Data Controller of all personal data relating to its pupils, parents and staff.
- v. A **Data Subject** is a living, identified or identifiable individual about whom we hold personal data, usually pupils, parents and staff. These may be nationals or residents of any country and may have legal rights regarding their personal data.
- vi. **Processing** means anything done with personal data, such as collection, recording, structuring, storage, adaptation or alteration, retrieval, use, disclosure, or otherwise making available, restriction, erasure or destruction.
- vii. **Pseudonymisation:** replacing information that directly or indirectly identifies an individual with one or more artificial identifiers or pseudonyms so that the person, to whom the data relates, cannot be identified without the use of additional information which is meant to be kept separately and secure.

## 4. Principles

- i. At Deenway, staff have a 'confidential relationship' with families: it is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality care and education in our school.
- ii. The school aims to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.
- iii. The school reviews its record keeping systems regularly to ensure that they meet legal requirements; means of storing and sharing that information take place within the framework of the GDPR, the Data Protection Act and the Human Rights Act.
- iv. In collecting and processing personal data, the school adheres to the principles set out in the GDPR:
  - Personal data is processed lawfully, fairly and in a transparent manner (**lawfulness, fairness and transparency**)
  - Personal data is collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (**purpose limitation**)
  - Personal data is adequate, relevant and limited to what is necessary in relation to the purpose(s) for which they are processed (**data minimisation**)
  - Personal data is accurate and where necessary kept up to date and every reasonable step must be taken to ensure that personal data that are inaccurate are erased or rectified without delay (**accuracy**).
  - Personal data is kept in a form which permits identification of data subjects for no longer than is necessary for the purpose for which the personal data is processed (**storage limitation**)
  - Appropriate organisational measures are taken to safeguard the rights and freedoms of the data subject and to ensure that personal information is processed in a manner that ensures appropriate security of the personal data and protects against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data (**integrity and confidentiality**).
- v. In processing personal data, we select the purpose(s) for the processing activity and the most appropriate lawful basis (or bases) for it:
  - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school
  - Processing is necessary for the performance of a contract to which the student, parent, or member of staff is party, or in order to take steps at the request of the student, parent, or member of staff prior to entering into a contract
  - Processing is necessary for compliance with a legal obligation upon the school as data controller
  - Processing is necessary in order to protect the vital interests of the student, parent, or member of staff or of another natural person
  - Processing is necessary for the purposes of the legitimate interests pursued by the school
  - The student, parent or member of staff has given consent to the processing of his or her data for one or more specific purposes. Agreement must be indicated clearly either by a statement or positive action to the processing.
- vi. In processing personal data, the decision as to which lawful basis (above) applies is documented, to demonstrate compliance with the data protection principles.
- vii. The school maintains data security by protecting the **confidentiality, integrity and availability** of the personal data, defined as follows:

**Confidentiality** means that only people who have a need to know and are authorised to use the personal data can access it.

**Integrity** means that personal data is accurate and suitable for the purpose for which it is processed.

**Availability** means that authorised users can access the personal data when they need it for authorised purposes.

- viii. We understand that processing of sensitive personal information (known as ‘special categories of personal data’) is prohibited under Article 9 of the GDPR, unless a lawful special condition for processing is identified.
- ix. **Consent:** the school understands that consent requires affirmative action so silence, pre-ticked boxes or inactivity are not sufficient. If consent is given in a document which deals with other matters, the consent must be kept separate from those other matters.
- x. **Consent:** Students, parents and members of staff must be easily able to withdraw consent to processing at any time and withdrawal must be promptly honoured. Consent may need to be reviewed if personal data is intended to be processed for a different and incompatible purpose which was not disclosed when the data subject first gave consent.

## 5. Purposes of collecting data

- i. The school processes a wide range of personal data to support our operations as an independent school. Some of this activity is required in order to fulfil our legal rights, duties or obligations – including those under a contract with staff, or parents of our pupils. We also expect that use of personal data will be made in accordance with the school’s **legitimate interests**, as long as these are not outweighed by the impact on individuals and provided it does not involve special or sensitive types of data.
- ii. The following kinds of data processing is carried out to fulfil our obligations and we also expect these purposes to form our **legitimate interests**:
  - **Selection and admissions of pupils** (and to confirm the identity of prospective pupils and their parents)
  - **Providing educational services to our pupils** including the administration of curricular and co- curricular activities, monitoring progress, processing entries for public examinations and other assessments, publishing those results and other pupil achievements, reporting and storing examination and assessment results, assessing educational needs. Reporting to parents on their child’s progress.
  - **Providing other services to pupils** including higher education applications and providing careers advice, administering school trips, providing resources (library and online), giving and receiving references for current, past and prospective pupils.
  - **Safeguarding our pupils and providing pastoral support** including recording concerns and incidences of bullying, and keeping records of pastoral support given.
  - **Maintaining relationships with alumnae and the wider school community**
  - **For the purposes of management and operations** such as processing data for planning and research including that required by law (such as tax and census returns), to enable relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate (e.g recording accidents in accordance with our health and safety policies), keeping records for insurance purposes or to obtain appropriate professional advice, keeping financial information to process invoices, fee accounts and manage debtors, compiling information for inspection by Ofsted, and for charitable activities.
  - **For the purposes of fulfilling our duties as an employer** including for the recruitment of staff, volunteers and contractors, conducting appropriate safeguarding checks as required by law, payroll and pension processing, keeping records of other staff matters including that

relating to grievances and disciplinaries, and providing and receiving references.

- **Promoting the aims and achievements of the School** through our website and publications; this may on occasion include using images (and videos) of our pupils participating in educational activities

## 6. Types of personal data collected

- i. The school may at a given time be in control of the following kinds of personal data:
  - Personal information (such as name, phone numbers, e-mail addresses, postal addresses and other contact details)
  - Characteristics (such as ethnicity, native language, nationality, country of birth)
  - Financial information (such as bank details or other, e.g. about parents who pay fees to the school, or to pay staff and other workers)
  - Medical information of current pupils (such as name of GP, relevant medical conditions)
  - Attendance information of past and current pupils (sessions attended, number of absences, absence reasons)
  - Behavioural information (such as behaviour or disciplinary incidents, exclusions)
  - Assessment information (such as national curriculum assessments, examination scripts and marks)
  - Special educational needs information
  - School history (such as where students go when they leave us, references given or received by the school about pupils, relevant information provided by previous educational assessments)
  - Correspondence with and concerning staff, pupils and parents past and present
  - Personnel files (including in connection with academic records, employment and safeguarding)
  - Images of pupils (and occasionally other individuals) engaging in school activities
- ii. On occasion we will need to process **sensitive personal information** or **special category personal data** (concerning health, ethnicity, religion, biometrics, or sexual life/orientation) or criminal records information (such as when carrying out DBS checks) in accordance with rights or duties imposed on us by law, including as regards safeguarding and employment, or from time to time, by explicit consent where required. These reasons will include:
  - to safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care
  - to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so.
  - for medical advice, for social protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of school trips who need to be made aware of dietary or medical needs.
  - To provide educational services in the context of any special educational needs of a pupil.
  - In connection with employment of our staff. For example, DBS checks, welfare, medical information, union membership or pension plans, biometrics
  - As part of any school or external complaints, disciplinary or investigation process that involves such data, for example if there are health or safeguarding elements
  - For legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with our legal obligations and duties of care.
- iii. Sensitive personal information will only be processed if:
  - There is a lawful basis for doing so as identified above
  - One of the special conditions for processing sensitive personal information applies:

- the individual ('data subject') has given explicit consent (which has been clearly explained in a Privacy Notice)
- the processing is necessary for the purposes of exercising the employment law rights or obligations of the school or the data subject
- the processing is necessary to protect the data subject's vital interests, and the data subject is physically incapable of giving consent
- the processing relates to personal data which are manifestly made public by the data subject
- the processing is necessary for the establishment, exercise or defence of legal claims
- the processing is necessary for purposes of preventative or occupational medicine, for the assessment of the working capacity of the employee, the provision of social care and the management of social care systems or services
- the processing is necessary for reasons of public interest in the area of public health.

## 7. Taking, storing and using images of children

- i. Photographs and video images of pupils and staff are classed as personal data under Data Protection legislation, including the EU's General Data Protection Regulation. For this reason general informed consent from parents or legal guardians is asked at student registration and enrolment.
- ii. Parents and guardians are informed of this Data Protection policy which relates to taking and using photos, and the school's Privacy Notice at enrolment stage and must give their written consent to their child's images being taken and used. Parents and guardians are informed how and where images will be used in general at school and how long they will be retained for. They are also informed that they have the right to withdraw consent at any time.
- iii. Recorded images are only be made, kept, and used where there is a valid reason for doing this. At school, this involves:
  - School record keeping and tracking pupil progress
  - School events and other activities for the objective of promoting the mission of the school
- iv. Images of children are only used for the purpose(s) agreed, and in the intended context.
- v. For fundraising or publicity purposes, group photographs of children are used rather than individual ones. Where the "publicity purpose" includes the school website, prospectus, newsletter or fundraising material, parental and guardian consent can be withdrawn at any time for the use of their child's images. The school will take down or delete the relevant images if the parental or guardian consent is withdrawn.
- vi. We ensure that images do not contribute to or expose children to embarrassment, distress or upset.
- vii. We do not use images of pupils who are considered vulnerable or whose identity may require protection.
- viii. Where images are kept for future use, they are done so securely with the relevant names, dates and other contextual information stored with them as well as copies of the signed consent for their usage.
- ix. Photographs and video recordings of children are not passed on to any third-parties. In the rare event that such a scenario might occur, specific consent to transfer the image to a third party (e.g. a local newspaper) must be obtained before any transferral is made.

- x. Photographs and video recordings made of children are kept securely on password-protected school-owned devices (SurfacePro in the elementary classrooms) or on our password-protected internal school network, These:
  - are reviewed annually and deleted when no longer required
  - may be kept for as long as necessary for the purpose for which they were originally taken
- xi. Photographs or video recordings taken by parents or family members at school events:
  - should be for personal, family, household purposes and uses only
  - will not come within the School's Data Protection policy and are not covered by the GDPR.
- xii. Parents are not permitted to take photographs or to make a video recording for uses other than their own personal use (e.g. with a view to selling videos of a school event).
- xiii. Apart from school gatherings, performances and major events, parents are prohibited from taking any photographs of children in the school.
- xiv. During school events, photographs can be taken by family members on the understanding that **images that contain other parents' children are not posted onto social media/networking sites or otherwise shared.** We ask parents not to take photographs of other pupils on their own without the prior agreement of that child's parents.

## 8. How the school collects data

- i. In most cases the school receives personal data from the individual directly. Parents provide pupil information when they apply or join the school.
- ii. Information may be collected via a form, or simply in the ordinary course of day to day interaction or communication (such as email, written assessments or by engaging in various activities)
- iii. In some cases personal data will be supplied by third parties (eg another school or employer, or other professionals or authorities working with that individual); or collected from publicly available resources.

## 9. Access to personal data

- i. For the most part, personal data collected by us will remain within the school and will be processed by appropriate individuals in accordance with access protocols.
- ii. Staff only process data when their role requires it. Staff do not process personal data for any reason unrelated to their role.
- iii. Personal data collected by us is generally stored in paper form in secure filing cabinets, or in the online communication system ParentMail. The specifics of processing by third-parties such as these is detailed in point **ix** of this section, below.
- iv. Particularly strict rules of access and sharing apply in the context of:
  - medical records held and managed by appropriate staff, or otherwise in accordance with express consent. The school may disclose confidential information if it is considered to be in the pupil's best interest or necessary for the protection of other members of the school community. Lists of pupils with serious medical conditions and allergies may be displayed in appropriate areas of the school, but they will be covered so that they are obscured from casual view.
  - confidential pastoral or safeguarding records held by the Headteacher. If required, this type of personal data will only be shared on a confidential 'need to know' basis.

- v. A certain amount of any SEN pupil's relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.
- vi. The school will need to share personal information relating to its community with third parties, such as:
  - professional advisers (e.g. lawyers or accountants)
  - government authorities (e.g. HMRC, DfE, police or the local authority); and
  - appropriate regulatory bodies e.g. Ofsted, the Charity Commission or the Information Commissioner.
  - companies which organise activities on behalf of the school (e.g school trip providers)
- vii. **Data transferred to awarding bodies:** pupil personal data will be shared with awarding bodies for the purpose of examining and awarding qualifications. Awarding bodies in turn may be required to provide our pupils' personal data to educational agencies such as the DfE or Local Authorities. This data may also be used for statistical and policy development purposes.
- viii. **Safeguarding:** staff, pupils and parents are reminded that the school is under duties imposed by law and statutory guidance (including *Keeping Children Safe in Education*) to record or report incidents and concerns that arise or are reported to us, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the LADO or police. For further information about this, please read our Safeguarding (child protection) policy. We keep a record of safeguarding concerns that are reported on a confidential basis even if they do not meet the statutory thresholds for reporting.
- ix. **Processing by third parties (Huddle, ParentMail and MRX):** Some of our processing activity is carried out on our behalf by third parties such as data storage providers or online communication systems such as **Huddle, MRX and ParentMail**. This is subject to contractual assurances that personal data will be kept securely and only in accordance with the School's agreement and/or specific direction. A third party may also pass on, or contract with, a sub-processor. This would only be with our prior authorisation and under a written contract.
- x. Where the school uses external organisations to process personal information on its behalf, such as the above, additional security arrangements need to be implemented in contracts with those organisations to safeguard the security of personal information. Contracts with external organisations provide that:
  - the organisation may only act on the written instructions of the school
  - those processing data are subject to the duty of confidence
  - appropriate measures are taken to ensure the security of processing
  - sub-contractors are only engaged with the prior consent of the school and under a written contract
  - the organisation will assist the school in providing subject access and allowing individuals to exercise their rights in relation to data protection
  - the organisation will delete or return all personal information to the school as requested at the end of the contract
  - the organisation will submit to audits and inspections, provide the school with whatever information it needs to ensure that they are both meeting their data protection obligations, and tell the school immediately if it does something infringing data protection law.
- xi. **Transfer Limitation:** personal data shall not be transferred to a country outside the EEA unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data as determined by the European Commission. This means that individuals' rights must be enforceable and effective legal remedies for individuals must be available following the transfer. It may also be possible to transfer data where the data subject has provided explicit consent or for other limited reasons.

## 10. Time-frame for storing data

- i. The school maintains a Retention Schedule to ensure personal data is deleted after a reasonable time for the purpose for which it was being held, unless a law requires such data to be kept for a minimum time.
- ii. Staff must take all reasonable steps to destroy or delete all personal data that is held in its systems when it is no longer required in accordance with the Schedule. This includes requiring third parties to delete such data where applicable.
- iii. Personal data will be kept securely in accordance with the school's data protection obligations.
- iv. Personal data should not be retained for any longer than necessary. The length of time data should be retained will depend upon the circumstances, including the reasons why personal data was obtained.
- v. Staff must ensure that data subjects are informed of the period for which data is stored and how that period is determined in any applicable Privacy Notice.
- vi. If parents have any specific queries about how long we keep records or wish to request that personal data that you no longer believe to be relevant is considered for erasure, they can contact the Bursar at the school. They should bear in mind that we will often have lawful and necessary reasons to hold on to some personal data **even following such request**.
- vii. A reasonable amount of information will be kept for the school's historical archive.

## 11. Data breaches

- i. A data breach may take many different forms:
  - Loss or theft of data or equipment on which personal information is stored
  - Unauthorised access to or use of personal information either by a member of staff or third party
  - Loss of data resulting from an equipment or systems (including hardware or software) failure
  - Human error, such as accidental deletion or alteration of data
  - Unforeseen circumstances, such as a fire or flood
  - Deliberate attacks on IT systems, such as hacking, viruses or phishing scams
  - Blagging offences where information is obtained by deceiving the organisation which holds it
- ii. The school will use appropriate technical and organisational measures to keep personal information secure, to protect against authorised or unlawful processing and against accidental loss, destruction or damage.
- iii. The school will develop, implement and maintain safeguards appropriate to its size, scope and work, its available resources, the amount of personal data that it owns or maintains on behalf of others and identified risks (including use of encryption and pseudonymisation where applicable). It will regularly evaluate and test the effectiveness of those safeguards to ensure security of processing and access.

## 12. Roles and responsibilities

- i. The Headteacher will:
  - ensure that staff are adequately trained regarding their data protection responsibilities.
  - only allow other staff to access personal information if they have appropriate authorisation
  - keep collected personal information secure (e.g. by complying with rules on access to premises, computer access, password protection and secure file storage and destruction in accordance with the school's policies).

- Ensure that the appropriate privacy notices are given to parents via the school website or in hard copy, and to pupils where appropriate, and ensure that all data subjects are aware of their rights under GDPR – outlined in section 13.
- ii. **All staff will:**
- follow all procedures and technologies put in place to maintain the security of all personal data from the point of collection to the point of destruction.
  - comply with and not attempt to circumvent the administrative, physical and technical safeguards the school has implemented and maintains in accordance with the GDPR and DPA.
  - guard against unlawful or unauthorised processing of personal data and against the accidental loss of, or damage to, personal data. Staff must exercise particular care in protecting sensitive personal data from loss and unauthorised access, use or disclosure.
  - ensure they inform the Headteacher immediately that a data breach is discovered and make all reasonable efforts to recover the information, following the school's agreed breach reporting process.
  - only access the personal information that they have authority to access and only for authorised purposes
  - not remove personal information, or devices containing personal information (or which can be used to access it) from the school's premises unless appropriate security measures are in place (such as pseudonymisation, encryption or password protection) to secure the information and the device
  - not store personal information on local drives or on personal devices that are used for work purposes.

### 13. Individual Rights

Data subjects such as parents, pupils and staff have the following rights in relation to their personal information:

- To be informed about how, why and on what basis that information is processed
- To obtain confirmation that personal information is being processed and to obtain access to it and certain other information, by making a subject access request
- To have data corrected if it is inaccurate or incomplete
- To have data erased if it is no longer necessary for the purpose for which it was originally collected/processed, or if there are no overriding legitimate grounds for the processing ("the right to be forgotten")
- To restrict the processing of personal information where the accuracy of the information is contested, or the processing is unlawful (but you do not want the data to be erased) or where the school no longer need the personal information, but you require the data to establish, exercise or defend a legal claim
- To restrict the processing of personal information temporarily where you do not think it is accurate (and the school are verifying whether it is accurate), or where you have objected to the processing (and the school are considering whether the school's legitimate grounds override your interests)
- In limited circumstances to receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format
- To withdraw consent to processing at any time (if applicable)

- To request a copy of an agreement under which personal data is transferred outside of the EEA.
- To object to decisions based solely on automated processing, including profiling
- To be notified of a data breach which is likely to result in high risk to their rights and obligations
- To make a complaint to the ICO or a Court.

## **14. Training**

The school will ensure that staff are adequately trained regarding their data protection responsibilities, and that all staff have read and understood this policy. New members of staff will be asked to read and understand this policy as part of their induction.

## **11. Monitoring arrangements**

This policy will be reviewed by the Senior Leadership Team, and updated as necessary to reflect best practice or amendments made to the GDPR or DPA. At each review, at least every two years, the policy will be approved by the Headteacher.

## **12. Links with other policies**

This policy is linked to the following policies:

- Safeguarding Policy

## Appendix 1: Privacy and Confidentiality Notice for Parents

This notice is to help you understand **how** and **why** the Deenway Montessori School & Unicity College collects personal information about its students and parents under the Education Act 1996/ Data Protection Act 1998 and EU General Data Protection Regulation (GDPR 2018) Article 6, and Article 9, and **what we do** with that information. It also explains the decisions which parents and students can make about their own information. This privacy notice applies alongside any other information we may provide about a particular use of personal data, for example when collecting your data via a paper form.

**A copy of our complete Data Protection Policy is available on request from the School Office.**

### What is personal information?

Personal information or personal data is information that the school holds about its students and parents which identifies them and relates to them. This includes information such as name, date of birth and address, other contact details, examination results, medical details and behaviour records.

### Why does Deenway collect and process personal information?

The school relies on legitimate interests for collecting and using your information. This means that the processing of personal data is necessary for appropriate and genuine interests, except where the processing is unfair to you. The school's primary interest for collecting and using personal information is to provide children with an education. The examples below show some of the different ways in which we use personal information:

- to support pupil learning
- to monitor and report on pupil progress
- to safeguard and promote student welfare or provide appropriate pastoral care
- to assess the quality of our teaching and learning
- to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.
- to ensure that we are able to enforce our rights against you, for example, to contact you if unpaid school charges are due
- to facilitate the efficient operation of the school
- for the legitimate interests of others, for example, we may use information when investigating a complaint made by a fellow student or member of staff or legitimate interest from another school for outstanding debts.
- to fulfil legal obligations: for example, to report a concern about your wellbeing to Children's Services. We may also have to disclose information to third parties such as the courts, the local authority or the police where legally obliged to do so
- to protect the vital interests of any person where that person cannot give consent for their information to be used, for example, if they are seriously hurt and are unconscious or to prevent someone from being seriously harmed or killed.

If you object to us using your information where we are relying on our legitimate interests as explained above, please email [community@deenway.org](mailto:community@deenway.org) or make an appointment to speak to the Headteacher.

### What kind of personal information does Deenway collect and process?

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, phone numbers, e-mail addresses, postal addresses and other contact details)
- Characteristics (such as ethnicity, native language, nationality, country of birth)

- Financial information (such as your bank details if you pay fees to the school)
- Medical information of pupils (such as name of GP, relevant medical conditions)
- Attendance information of pupils (sessions attended, number of absences, absence reasons)
- Behavioural information of pupils (such as behaviour or disciplinary incidents, exclusions)
- Assessment information (such as national curriculum assessments, examination scripts and marks)
- Any special educational needs information
- School history (such as where your child goes when they leave us, references given or received by the school about pupils, relevant information provided by previous educational assessments)
- Any correspondence with and concerning the school's pupils and parents
- Images of pupils engaging in school activities

### **Where does Deenway obtain personal information from?**

- Most of the personal information we get is from admission forms you have completed or from your child's previous school.
- We may also receive information from doctors or from local authorities.
- **N.B.** Some parents sometimes share information about themselves with other parents as well as staff in an informal context; the school does not process or store information shared in this way, and cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in. Information shared between parents in a discussion group or meeting is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.

### **Is it always mandatory for you to provide us with information?**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), when asking for information, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **How long do we store pupil information for?**

The School retains information where it has a legitimate interest in holding that information in the fulfilment of its role and objectives as an educational institution. The time period for which information differs, depending on the category of information. Our timescale for storing different categories of personal information is in accordance with the advice on data retention outlined in the Department for Education's Data Protection toolkit for schools (August 2018).

### **Who do we share pupil information with?**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- Examination boards
- (if the need arises) Child welfare services

## What rights do you have in relation to the information we collect and process about you or your child?

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact [community@deenway.org](mailto:community@deenway.org).

You also have the following rights:

- you can ask to correct any information that is incorrect
- you can ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have shared it with;
- you can ask to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask the school to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- you can object to processing of personal data that is likely to cause, or is causing, damage or distress
- you can in certain circumstances, have personal data, blocked, erased or destroyed;
- our use of information about you may be restricted 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.
- claim compensation for damages caused by a breach of the Data Protection Regulations
- where the processing of your data is based on your consent, you have the right to withdraw this consent

Like other organisations we need to keep personal information safe, up to date, only use it for its original purposes, destroy it when it is no longer needed and treat the information we get fairly.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by emailing [community@deenway.org](mailto:community@deenway.org) or making an appointment to meet with the Headteacher.

You can also raise your concern directly to the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or at:

Information Commissioner's Officer  
Wycliffe House  
Water Lane  
Wilmslow, Cheshire SK9 5AF

## Appendix 2: Privacy and Confidentiality Notice for Senior Students

### 'How we use your information': summary privacy notice for pupils

This notice contains the key information about **how** and **why** the school collects your personal information and **what** we do with that information. Your parents have a copy of the full school privacy notice and it is also published on our website.

**What is personal information?** Personal information is information that identifies you and relates to you. For example, information that your parents provided to us when you joined the school, your school reports, results of examinations you have taken, references from your previous school, and any medical information that we need to know (e.g if you have an allergy). Photographs and videos of you also count as your personal information.

**How do we use your personal information?** If you want to find out more about how we use personal information, you should read the full school data protection policy and privacy notice, or you can ask your parents or a teacher who can find out more information for you.

Our primary reason for using your personal information is to **provide you with an education** and to **support you with the other activities** that you may take part in throughout your time at the school.

Below are some examples of the different ways in which we use your personal information, where that personal information comes from and who we may need to share it with. We are required to keep your personal information safe and to only share it outside the school when we have a good reason to do so or if we are required to share it by law. We are also careful about how we share your information within the school and only do so on a need to know basis. Some information about you is kept confidential and only a few people have access to it (e.g confidential medical information).

- When you join the school, we get information from you, your parents and your previous school. We share some of that information with your teachers and other staff in the school who need it to teach you and to support you.
- Some of your medical information is given to us by your parents when you join the school. It is only shared with those who need to know (e.g other staff, if you have an allergy they need to be aware of, or your teachers if they need support you). We may also get information from your doctors and other professionals where we need this to support you. If we need to make a referral, we will share information about you with external agencies (eg your GP, the Child and Adolescent Mental Health Service etc).
- We will share your academic and if necessary your pastoral records with your parents.
- We will provide information about you for references that you may need. For example, if you go to another school.
- When you take public examinations (e.g GCSEs) we are required to share information about you with examination boards so that they can process your entry and results. They will keep a record of your results and any other examination services that you request or require. For example, if you require extra time in an exam or if you request a review of marking.
- We will be required to report some of your information to the government (e.g the Department for Education). We will need to tell the local authority that you attend the school, if you leave the school or let them know if we have any concerns about your welfare.
- We may take photographs or videos of you engaging in activities at school. Sometimes we use photographs and videos for teaching purposes, for example, to record a lesson.

Before you leave the Senior school, we will give you more information about how we use and manage your personal data after you have left.

## Appendix 3: Privacy and Confidentiality Notice for Staff

This notice is to help you understand **how** and **why** the Deenway Montessori School & Unicity College collects personal information about its employees or volunteers under the Education Act 1996/ Data Protection Act 1998 and EU General Data Protection Regulation (GDPR 2018) Article 6, and Article 9, and **what we do** with that information. It also explains the decisions which you can make about your own information.

**A copy of our complete Data Protection Policy is stored in the School Office and is also accessible on Huddle.**

### What are the categories of information we process?

Personal information or personal data is information that the school holds about its staff which identifies them and relates to them. This includes information such as name, date of birth and address, other contact details, examination results, medical details and behaviour records.

### Why does Deenway collect and process personal information?

The School collects this information to help it operate legally, safely and effectively in the wide range of situations and processes which represent its day-to-day operations. The examples below show some of the different ways in which we use might use your personal information:

- The School needs to collect and generate a range of personal data on each employee and volunteer in order to fulfil its legal and regulatory responsibilities as an employer including HR employment data, payroll and tax information;
- The School may need to advise teaching and some support staff if an employee or volunteer has an allergy or medical condition;
- The School may need to report some information to the Government (including information regarding UK Visas and Immigration);
- The School may need to share information with the police or legal advisers to help with an enquiry;
- The School will collect and retain identification information such as passports, National Insurance numbers and driving licenses;
- The School will collect and retain information regarding any criminal convictions;
- The School will retain some information on past employees and volunteers indefinitely to comply with legal and regulatory requirements, for instance in respect of safeguarding matters.

If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to the Headteacher.

### What kind of personal information does Deenway collect and process?

The categories of staff information that we collect, hold and share include:

- Personal information (such as name, date of birth, phone numbers, e-mail addresses, postal addresses and other contact details, employee or teacher number, national insurance number)
- Characteristics information (such as ethnicity, native language, nationality, country of birth)
- Financial information (such as your bank details to pay you)
- Medical and health information (where relevant medical conditions)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Attendance and absence information (number of absences, absence reasons)
- Professional qualifications (and, where relevant, subjects taught)
- Past and present employment history
- Safeguarding and child protection checks through independent services

### **Where does Deenway obtain your personal information from?**

- Personal information on employees and volunteers is captured in a number of ways. Primarily, through application forms, interview and offer of work stage, employment references, professional bodies and legal entities including the Disclosure and Barring Service (DBS).
- On occasion, the School may also obtain information from doctors and other professionals.

### **What does Deenway do with personal information?**

- Personal information is kept with appropriate security, electronically or manually in indexed filing systems.
- The Headteacher is responsible for the control of personal information within the School and deciding how it is shared.
- The information is kept up to date, as far as possible, by reference to the data subject, is treated fairly and is only used for purposes as defined by the School.
- Exceptional circumstances may occur when it is deemed necessary by the School to share personal information more widely. An example of this is an employment reference or information from other schools where an employee has placed a job application. However, the School does not share any personal data about our employees or volunteers with anyone without their consent unless the law and our policies allow us to do so.

### **How long do we store information for?**

The School retains information where it has a legitimate interest in holding that information in the fulfilment of its role and objectives as an educational institution. The time period for which information differs, depending on the category of information. Our timescale for storing different categories of personal information is in accordance with the advice on data retention outlined in the Department for Education's Data Protection toolkit for schools (August 2018). In some cases, for legal and safeguarding reasons, the School may retain past staff details indefinitely.

### **What rights do you have in relation to the information we collect and process?**

Under data protection legislation, you have the following rights:

- you can ask to correct any information that is incorrect
- you can ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have shared it with;
- you can ask to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask the school to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- you can object to processing of personal data that is likely to cause, or is causing, damage or distress
- you can in certain circumstances, have personal data, blocked, erased or destroyed
- our use of information about you may be restricted 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.
- claim compensation for damages caused by a breach of the Data Protection Regulations
- where the processing of your data is based on your consent, you have the right to withdraw this consent

Like other organisations we need to keep personal information safe, up to date, only use it for its original purposes, destroy it when it is no longer needed and treat the information we get fairly.

If you have a concern about the way in which the School is collecting or using your personal data, you should raise your concern with the Headteacher in the first instance.

You can also raise your concern directly to the Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or at:

Information Commissioner's Officer  
Wycliffe House  
Water Lane  
Wilmslow, Cheshire SK9 5AF