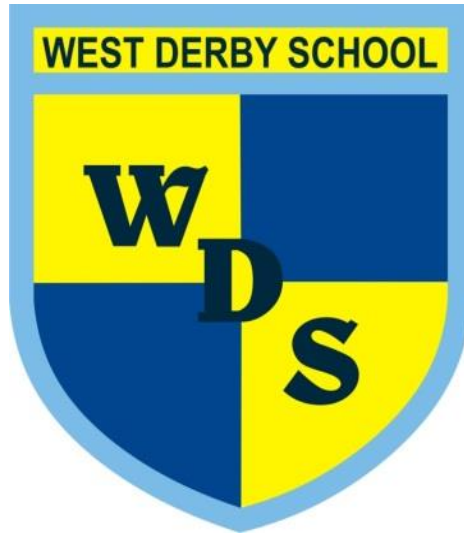


WEST DERBY SCHOOL



PARENT PRIVACY NOTICE

This policy will be reviewed:	Annually
Last approved on:	22/03/2023
Approved on:	27/03/2024
Next review date:	31/03/2025
Signed:	S Graham (Headteacher)
Signed:	K Hodgkiss (On behalf of the Trust Board)

1 INTRODUCTION

- 1.1 West Derby School (“the School”) is committed to protecting the privacy and security of its pupils’ personal information, and those of parents/legal guardians. This Parent Privacy Notice provides you with important information about what, how, where, why and when the School collects and Processes you and your child’s Personal Data.
- 1.2 This notice should be read in conjunction with our GDPR and Pupils Records Privacy Policy which contains more generalised information about our data protection procedures.
- 1.3 The School is what is known as the ‘Controller’ of the Personal Data you provide to us or which we collect from third parties about your child or yourself. This means that School is responsible for deciding what personal information we gather and how we hold and use it.
- 1.4 The School Processes pupils’ and parents’ personal data in accordance with data protection law. This includes the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- 1.5 This notice applies to the personal information of pupils and to the personal information about pupils’ parents held by the School.

2 WHAT IS PERSONAL DATA?

- 2.1 Personal Data (Personal Data) is any information that ‘relates to’ an identified or identifiable individual. It includes information relating to you, from which we can identify you directly or indirectly (e.g. because it includes your name).
- 2.2 It also includes information relating to you, from which you cannot be directly identified, if you can be identified from that information when it is used in combination with other information we hold about you.
- 2.3 Personal Data can include information relating to you that has been ‘pseudonymised’, meaning that any information that directly or indirectly identifies you (e.g. your name) is removed and replaced with one or more artificial identifiers or pseudonyms (e.g. pupil number).
- 2.4 However, truly anonymous data, or data that has had any identifying information permanently removed from it, does not count as Personal Data.
- 2.5 When considering whether information ‘relates to’ you or your child for the purposes of Data Protection Legislation, we take into account a range of factors, including the content of the information, the purpose or purposes for which we are Processing it, and the likely impact or effect of that Processing on you.

3 WHAT IS ‘PROCESSING’?

- 3.1 Any activity that involves the use of your Personal Data is referred to as Processing (Processing or Process). It includes:
 - 3.1.1 Obtaining, recording or holding Personal Data (e.g. asking you to complete forms);
 - 3.1.2 Carrying out any operation or set of operations on Personal Data such as organising, amending, retrieving, using, disclosing, erasing or destroying it (e.g. recording relevant information on the pupil’s file); and
 - 3.1.3 Transmitting or transferring Personal Data to third parties (e.g. transferring data to local youth services).

4 WHAT TYPES OF PERSONAL DATA DO WE PROCESS?

- 4.1 The School Processes many different categories of pupil information. This may include;
 - 4.1.1 personal identifiers and contacts (such as name, unique pupil number, contact details and address);
 - 4.1.2 characteristics (ethnicity, language, free school meal eligibility);
 - 4.1.3 safeguarding information;
 - 4.1.4 special educational needs;
 - 4.1.5 medical and administrative;
 - 4.1.6 attendance;
 - 4.1.7 assessment and attainment;
 - 4.1.8 trips and activities;
 - 4.1.9 identity management/authentication; and,
 - 4.1.10 behavioural information.
- 4.2 The School also Processes the following categories of personal information in relation to parents;
 - 4.2.1 personal identifiers and contacts; and,
 - 4.2.2 characteristics.

5 HOW DO WE COLLECT PERSONAL DATA?

- 5.1 Most of the personal information the School collects is provided to us directly by parents and pupils. We also collect personal information via registration forms.
- 5.2 Most of the information you provide to us is mandatory, however, some will be requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

6 HOW DO WE USE PERSONAL DATA?

- 6.1 Most of the personal information relating to pupils the School Processes is provided to us directly by you for one of the following reasons;
 - 6.1.1 to support learning;
 - 6.1.2 to monitor and report on pupils' attainment progress;
 - 6.1.3 to provide appropriate pastoral care;
 - 6.1.4 to assess the quality of our services;
 - 6.1.5 to keep pupils safe; and,
 - 6.1.6 to meet our statutory duties.
- 6.2 The School also receives personal information indirectly, from the following sources;

- 6.2.1 social services;
 - 6.2.2 previous schools;
 - 6.2.3 the police; and,
 - 6.2.4 medical professionals.
- 6.3 Under UK GDPR, the lawful bases we rely on for Processing pupil information are;
- 6.3.1 consent;
 - 6.3.2 we have a legal obligation; and,
 - 6.3.3 we are performing a public task.
- 6.4 The School also Processes the personal information of pupils' parents to aid their learning and we have a legitimate interest to do so.
- 7 HOW DO WE STORE YOUR PERSONAL INFORMATION?**
- 7.1 The School stores pupil and parent data for the set amount of time in accordance with our data retention guidelines¹.
- 8 WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?**
- 8.1 The School does not share personal information with anyone without consent unless the law and our policies allow us to do so.
- 8.2 The School will routinely share pupil information with;
- 8.2.1 any school that the pupil attends after leaving;
 - 8.2.2 the local authority;
 - 8.2.3 youth support services;
 - 8.2.4 the Department for Education;
 - 8.2.5 the NHS.
- 9 CHANGES TO YOUR PERSONAL DATA**
- 9.1 It is important that the Personal Data we hold about pupils is accurate and current. Please keep us informed if your personal information changes during their time at the School.
- 10 YOUR DATA PROTECTION RIGHTS**
- 10.1 Under data protection law, you have rights, including;
- 10.1.1 **Right of access** – you have the right to ask us for copies of your personal information;
 - 10.1.2 **Right to rectification** – you have the right to ask us to rectify personal information you think is inaccurate or to ask us to complete information;

¹ Currently those advised by the IRMS toolkit for schools

- 10.1.3 **Right to erasure** – you have the right to ask us to erase your personal information in certain circumstances;
 - 10.1.4 **Right to restriction of Processing** – you have the right to object to the Processing of your personal information in certain circumstances;
 - 10.1.5 **Right to data portability** – you have the right to ask that we transfer the personal information we hold about you to another organisation.
- 10.2 You are not required to pay any charge for exercising your rights. If you make a request we must respond in one month.
- 10.3 Please contact our Data Protection Officer: a.card@westderbyschool.co.uk, West Derby School, 364 West Derby Road, Liverpool, L13 7HQ if you wish to make a request.

11 HOW TO COMPLAIN OR WITHDRAW CONSENT

- 11.1 If you have any concerns about our use of your personal information, wish to exercise your rights in relation to your Personal Data, or make a complaint, please let us know by contacting a.card@westderbyschool.co.uk, West Derby School, 364 West Derby Road, Liverpool, L13 7HQ.
- 11.2 You can also complain to the ICO if you are unhappy with how we have used your data.

12 CHANGES TO THIS PRIVACY NOTICE

- 12.1 We keep our practices and policies regarding the collection, Processing and security of Personal Data under continual review and may update them from time to time. We therefore reserve the right to change this notice at any time. We will notify you of any changes made at the appropriate time and may re-issue a new notice if appropriate.