

Presfield High School & Specialist College



GDPR Privacy Notice

Date Ratified: *23rd March 2023*

Date for review: *23rd March 2025* (2 years)

Signed: *[Handwritten Signature]*

Chair of Governors

Privacy Notice for parents – Use of personal data

We do not share information about pupils 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 with:

- Our local authority, central and local government – to meet our legal obligations to share certain information, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information, such as school census data
- The pupil's family and representatives – to meet our legal obligations to share certain information, such as safeguarding concerns and child welfare
- Educators and examining bodies – to meet our legal obligations to share certain information, such as assessment
- Our regulator Ofsted – to meet our legal obligations to share certain information, such as assessment and school census data
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Survey and research organisations – to enable them to provide the service we have contracted them for
- Health authorities – to meet our legal obligations to share certain information, such as safeguarding concerns and child welfare
- Health and social welfare organisations – to meet our legal obligations to share certain information, such as safeguarding concerns and child welfare
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Charities and voluntary organisations – to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals – to meet our legal obligations to share certain information, such as safeguarding concerns, exclusions and child welfare
- Professional bodies – to enable them to provide the service we have contracted them for

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.

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 another organisation 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's **Data Protection Lead**.

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 data protection officer at office@presfieldschool.org

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 **Data Protection Officer**:

- Nick Holden at: governance@nexus-global.co.uk