



Privacy Notice for Parents & Perspective Parents Goodwyn School (including EYFS)

This notice is to tell you how we use the personal information or personal data we collect about you and your child and what we do with that information.

Under data protection laws, 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' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils and parents**.

Who we are

For the purpose of the Data Protection legislation, Goodwyn School (the School) is the Data Controller.

In this Privacy Notice, 'we' and 'us' means the School.

The information we collect and hold

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

- personal identifiers and contacts (such as name, date of birth, contact details and address);
- characteristics (such as ethnicity, religion, language, and country of birth);
- safeguarding information (including court orders and professional involvement);
- special educational needs (including the needs and ranking);
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements and medical treatment records) held and accessed by the Welfare staff and by any teaching and pastoral or resident staff that need to be aware;
- admissions and attendance (such as sessions attended, number of absences, absence reasons, any previous schools attended and where you go when you leave us);
- assessment and attainment (including academic records);
- behavioural information (such as exclusions and any relevant alternative provision put in place);
- images of pupils engaging in school activities (including for the purpose of their education).
- images captured by the School's CCTV system that are used in accordance with the Information Commissioner's Office (ICO) Code of Practice and the School's policy on taking, storing and using images of children;
- information required for pupils attending school organised trips.

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

Why we collect and use this information

Pupils

We collect and use information through paper and electronic methods so we can provide pupils with their education and to enable us to care for them, including

- as part of the admissions enquiry process for contact and planning purposes
- as part of the admissions process to admit pupils to the School;
- to deliver and support pupils education and learning, including musical education, physical education, spiritual development, extra-curricular activities and to support any additional educational needs;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care, to safeguard pupils' welfare and to keep pupils safe;
- where appropriate, information about religious beliefs and practices, for example with regard to not eating certain foods;

- to assess the quality of our services;
- to enable all our pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils;
- to make use of photo and video images in School publications, on the School website, on our social media pages and through our SeeSaw platform. Consent will be obtained from you for this.
- to monitor use of our IT and communications systems in accordance with our policies;
- for safety and security purposes, including CCTV;
- to comply with the statutory duties placed upon us.

We also collect and use information for us to operate as a school, including:

- financial information about you in relation to the payment of fees. If you have unpaid fees, we may share information about this with other schools or educational establishments to which you intend to send your child.
- for the purposes of management planning and forecasting, research and statistical analysis, including that imposed or provided for by law, market analysis and assessing pupil and parent satisfaction;
- to enable relevant authorities to monitor the School's performance and to intervene or assist with incidents as appropriate;
- 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;
- for maintenance of historic archive; and
- to comply with the law regarding data sharing.

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where;

- we have a **legitimate interest** in holding and using information because it is necessary in order to provide pupils with education and pastoral care and connected purposes.
- the School is under a **legal obligation** to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- it is necessary for us to hold and use information for the purposes of facilitating the efficient operations of the school and providing your child with an education, which is 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 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.

How we collect information.

We collect the majority of personal information directly from parents when pupils join the school through our admissions process and ask for pupils and parents to let us know of any changes whilst pupils are with us. We may also ask for additional information during a pupil's time with us at Goodwyn for example with any emerging special education or health needs, or school trip permissions.

We may also receive information about pupils from a previous school, local authority and/or the Department for Education (DfE).

How we store this data

We keep personal information about pupils 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.

Data sharing

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:

- some of our IT and software providers who carry out activities on our behalf. Where this is the case, we will always make sure we have in place agreements with any third parties processing personal data on our behalf, that personal information will be kept securely and only in accordance with our instructions We may need to share pupil and/or parent information with:
 - schools that pupils apply for and/or move to when they leave Goodwyn
 - our local authority or the local authority a pupil lives in;
 - the Department for Education (DfE);
 - other bodies for the purpose of a pupil's education, for example competitions, co-curricular activities (including trips), Exam boards and disclosures connected with SEN support.

Information disclosed to some people/services may include sensitive personal information. Usually this means information about health and any special educational needs or disabilities pupils have. We do this where it is in the pupils **vital interests** for their personal information to be passed to other services.

Our disclosure of any sensitive personal data will be based on at least one of the legal bases:

- The School is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We may not need consent to disclose your information. However, if at any time it appears to us that we would need consent then we will ask before a disclosure is made.
- We do not normally transfer information to a different country which is outside the European Economic Area, apart from if parents live overseas or if a pupil moves to a new school abroad. If this happens we will carry out checks and put security measures in place to make sure that it is safe to transfer the information.

Requesting access to your personal data and your rights

Under GDPR, individuals 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, please put your request in writing to the school.

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- ask us to transfer your information to another organisation in a format that makes it easy for them to use;
- There is more information in our Data Protection Policy.

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 or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/> or the address below.

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

Tel: 0303 123 1113 (local rate) or 01625 545 745.

Further Information

If you would like to discuss anything in the Privacy Notice or exercise any of your data rights then please contact the school.

If you fail to provide certain information when requested, we may not be able to perform our obligations under the contract we have entered into with you. We may also be prevented from complying with our legal obligations (such as to ensure the welfare of your child and their classmates).

Written by:	SLT
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