

HAYDON SCHOOL



Privacy Notice for Parents/Carers of students attending Haydon School (How we use your information)

Haydon School ('the School') collects data and information about parents/carers of our students so that we can operate effectively as a school. This Privacy Notice explains how and why we collect parent/carer data, what we do with it and what rights parents have.

Haydon School (the School) is a charitable company limited by guarantee (registration number 07557791) whose registered office is Haydon School Wiltshire Lane, Eastcote, Pinner, Middlesex, HA5 2LX. Haydon School is a Data Controller.

The Data Protection Officer (DPO) for Haydon School is Mrs L Faraj.

Parental responsibility

The term "parent" is widely defined in education law to include the natural or adoptive parents (regardless of whether parents are or were married, whether a father is named on a birth certificate or has parental responsibility for the student, with whom the student lives or whether the student has contact with that parent), and also includes non-parents who have parental responsibility for the student, or with whom the student lives. It is therefore possible for a student to have several "parents" for the purposes of education law. This Privacy Notice also covers other members of students' families who we may process data about from time to time, including, for example, siblings, aunts and uncles and grandparents.

Why do we collect and use parent/carer information?

We collect and use parent/carer information under the following lawful bases:

- where we have the consent of the data subject (Article 6 (a));
- where it is necessary for compliance with a legal obligation (Article 6 (c));
- where processing is necessary to protect the vital interests of the data subject or another person (Article 6(d));
- where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6 (e)).

In limited circumstances (where processing is not part of us performing our task as a public authority) we may rely on legitimate interests if we are processing for legitimate reason other than performing our tasks as a public body.

Where the personal data we collect about parents/carers is **sensitive personal data**, we will only process it where:

- we have explicit consent;
- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; and/or
- processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, where we respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Please see our GDPR Policy (available on our website) for a definition of sensitive personal data.

We use the parent/carer data to support our functions of running a school, in particular:

- to decide who to admit to the School;

- to maintain a waiting list;
- to support student learning;
- to monitor and report on student progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing;
- for the protection and welfare of students and others in the School, including our safeguarding/child protection obligations;
- for the safe and orderly running of the School;
- to promote the School with your consent;
- to send you communications that may be of interest to you which may include information about school events or activities, news, campaigns, appeals, other fundraising activities;
- in order to respond to investigations from our regulators or to respond to complaints raised by our stakeholders;
- in connection with any legal proceedings threatened or commenced against the School.

The categories of parent/carer information that we collect, hold and share

The categories of parent/carer information that we routinely collect, hold and share include:

- personal information (such as name, salutation, address, telephone number and email address);
- relation to student, contact type and priority;
- proof of address documentation;
- entitlement to certain benefits and information about court orders in place affecting parenting arrangements for students.

We also collect 'emergency contact' information (name, telephone number, address, email address, and relation to student). We advise that parents/carers seek permission from the named 'emergency contact' before supplying information to the School.

From time to time and in certain circumstances, we might also process personal data about parents/carers, some of which might be **sensitive personal data**, such as information about criminal proceedings/ convictions or information about child protection/safeguarding. This information is not routinely collected about parents/carers and is only likely to be processed by the School in specific circumstances relating to particular students, for example, if a child protection issue arises or if a parent/carer is involved in a criminal matter. Further, this information is restricted to certain members of staff who need to know it. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and/or the Police. Such information will only be processed to the extent that it is lawful to do so and appropriate measures will be taken to keep the data secure.

We collect information about parents/carers before a student joins the School and update it during student's time on the roll as and when new information is acquired.

Collecting parent/carer information

Whilst the majority of information about parents/carers provided 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 ('the GDPR'), we will inform you whether you are required to provide certain parent/carer information to us or if you have a choice in this. Where appropriate, we will ask parents/carers for consent to process personal data where there is no other lawful basis for processing it, for example where we wish to ask your permission to use your information for marketing purposes or to request voluntary contributions. Parents/carers may withdraw consent given in these circumstances at any time by contacting our DPO, dpo@haydonschool.org.uk.

In addition, the School also uses CCTV cameras around the school site for security purposes and for the protection of staff and students. CCTV footage may be referred to during the course of disciplinary procedures (for staff or students) or to investigate other issues. CCTV footage involving

parents/carers will only be processed to the extent that it is lawful to do so. Please refer to our CCTV Policy (available on our website) for more details.

Storing parent/carer data

A significant amount of personal data is stored electronically, for example, on our database, SIMS. We also use Google G-Suite for Education for document creation/editing. Data stored electronically may be saved on a cloud based system which may be hosted in a different country. Please be aware that personal data may be transferred to other countries if, for example, we are arranging a school trip to a different country. Appropriate steps will be taken to keep the data secure.

Some information may also be stored in hard copy format, for example on paper student file.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Records Management and Retention Policy. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer a parent/carer of a child at the School we will retain your personal information in accordance with the mentioned Records Management and Retention Policy.

Who do we share parent/carer information with?

We routinely share parent/carer information with:

- Haydon staff in support of student learning and for pastoral support;
- schools that students attend after leaving us;
- SIMS Parent App;
- email and text messaging service (SIMS InTouch);
- online payment system (ParentPay);
- Show My Homework, an online homework system;
- eduFOCUS, provider of our online software for the planning, approval and management of extra-curricular activities and our Accident Book;
- parent evening booking system;
- Softlink, provider of our library management software (Oliver).

We also routinely share student destination data after leaving Haydon with our local authority, Hillingdon London Borough Council.

We may also share parent/carer information with other third parties including the following:

- our local authority (Hillingdon London Borough Council);
- student's home local authority (if different);
- the Department for Education (DfE);
- the Joint Council for Qualifications;
- school trustees;
- the Police and law enforcement agencies;
- NHS health professionals including the school nurse;
- Central and North West London NHS Foundation Trust;
- Public Health England;
- educational psychologists;
- Education Welfare Officers;
- Courts, if ordered to do so;

- the Teaching Regulation Authority;
- Prevent teams in accordance with the Prevent Duty on schools;
- other schools, for example, if we are negotiating a managed move or alternative provision and we have your consent to share information in these circumstances;
- Buckinghamshire County Council (provides SIMS support management);
- 4H Consortium and its member schools (Year 11 students who expressed interest in consortium subject and Sixth Form Consortium students only);
- our legal advisors;
- our auditors;
- our insurance provider (the Risk Protection Arrangement);
- eDofE (participants only).

Free School Meal (FSM) Vouchers

We have an obligation to ensure that anyone entitled to receive support continues to do so. The voucher scheme being operated by Edenred and Wonde enables us to fulfil our obligations. If your son/daughter is eligible for FSMs we may share your name, email address and telephone number with Edenred and Wonde to provide the voucher. The provider will be given the minimum amount of data needed. Please be advised that we share your information as part of our public task in providing FSMs.

Please be advised that we employ services of a confidential waste disposal company (Restore Datashred) for secure disposal of paper records.

Some of the organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your data.

In the event that we share personal data about parents/carers with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold ('Subject Access Request'). To make a request for your personal data, please contact the DPO, dpo@haydonschool.org.uk although any written request for personal data will be treated as a Subject Access Request.

The legal timescales for the School to respond to a Subject Access Request is one calendar month. As the School has limited staff resources outside of term time, we encourage parents/carers to submit Subject Access Requests during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. For further information about how we handle Subject Access Requests, please see our GDPR Policy (on the school website).

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

You 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;
- claim compensation for damages caused by a breach of our data protection responsibilities.

Requesting access to your son/daughter's personal data

From the age of 13, we generally regard students as having the capacity to exercise their own rights in relation to their personal data. This means that where we consider a student to have sufficient maturity to understand their own rights, we will require a Subject Access Request to be made by the student and not their parent/carer on their behalf. This does not affect any separate statutory right parents might have to access information about their child. If a parent/carer makes a request for their child's personal data and the child is aged 13 or older and/or the School considers the child to be mature enough to understand their rights under the GDPR, the School shall ask the student for their consent for disclosure of their personal data to their parent/carer(s). Please note that there may be other lawful basis for sharing the personal data with the parent/carer(s) (subject to any enactment or guidance which permits the School to disclose the personal data to a parent without the child's consent). When a student expressly withholds their agreement for their personal data being disclosed to their parent/carer(s), the School in consultation with the DSL will consider the grounds provided. Please see our GDPR Policy (available on our website) for more information.

Requests from parents/carers in respect of their child's personal information will be processed as requests made on behalf of the student where the student is aged under 13 (subject to any exemptions that apply under the legislation). A parent/carer would normally be expected to make a request on a child's behalf if the child is younger than 13 years of age.

When we receive a request from a parent who does not reside at the same address as their son/daughter and if a child has not yet reached the age of 13, we will approach the parent/carer with whom the student resides for their permission to release the data. Each request will be considered on a case-by-case basis and in consultation with the Year Team and the DSL.

Parents of students who attend academies have a separate statutory right to receive an annual written report setting out their child's attainment for the main subject areas which are taught. This is an independent legal right of parents rather than a student's own legal right which falls outside of the GDPR, therefore a student's consent is not required even if a student is able to make their own decisions in relation to their personal data, unless a court order is in place which states otherwise.

Right to withdraw consent

Where you have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent at any time. To withdraw your consent, please contact the DPO, dpo@haydonschool.org.uk.

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to.

Data Protection Officer

We have appointed a Data Protection Officer (DPO) to oversee compliance with this Privacy Notice. If you have any questions about this Privacy Notice or how we handle your personal information, please contact our DPO, Mrs L Faraj, via email: dpo@haydonschool.org.uk.

Complaints

If you have a concern about the way we are collecting or using your personal data, we request that you raise it with us in the first instance. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Changes to this Privacy Notice

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Last updated: November 2020 (v5)