**Privacy Notice for Reedham Park School**

This document sets out how Reedham Park School collect, use and protect your personal information in compliance with the General Data Protection Regulation which came into effect on 25th May 2018.

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

* Personal information (such as name, address and contact information)
* Characteristics (such as ethnicity, language, nationality, country of birth)
* Attendance information (such as sessions attended, number of absences and absence reasons)
* Assessment information
* Relevant medical information
* Special Educational Needs information
* Behavioural information

## Why we collect and use this information

We use the pupil data:

* to support pupil learning
* to monitor and report on pupil progress
* to provide appropriate pastoral care
* to comply with the law regarding data sharing

## The lawful basis on which we use this information

We collect and use pupil information underthe Data Protection Act 2018 and the Education Act 1996 which are a lawful basis for collecting and using pupil information for general purposes and from Article 6 and Article 9 where data processed is special category data for the General Data Protection Regulation from 25 May 2018.

## Collecting pupil 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, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing pupil data

We hold pupil data until the pupil leaves the school when their file is transferred to their next school. Past parents contact details are retained on our mailing list but will not be passed on to any third parties. You have the right to be removed from this list.

## Who we share pupil information with

We routinely share pupil information with:

* schools that the pupils attend after leaving us
* our local authority
* the Department for Education (DfE)

## Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE.)

## Requesting access to your personal data

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 our Data Protection Officer.

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; and
* claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

# Contact

If you would like to discuss anything in this privacy notice or how we handle your personal information, please contact our data protection officer as follows: Elizabeth Fry, 420 Brighton Road, South Croydon, CR2 6AN, tel no 020 8686 0482, email [lizfry@wcfltd.co.uk](mailto:lizfry@wcfltd.co.uk).

1st May 2018

**GDPR DATA SUBJECT ACCESS REQUEST FORM**

You can use this form to make a request under the General Data Protection Regulation (GDPR) to receive a copy of personal data that Reedham Park School holds. Once completed, this form should be forwarded to the school’s data protection officer who will deal with your request. Their contact details are: Elizabeth Fry, 420 Brighton Road, South Croydon, CR2 6AN, tel no 020 8686 0482, email [lizfry@wcfltd.co.uk](mailto:lizfry@wcfltd.co.uk).

**Part A : Data Subject’s Details (person whose information you are requesting)**

|  |  |
| --- | --- |
| **Title:** |  |
| **Full Name:** |  |
| **Date of Birth:** |  |
| **Address:** |  |
| **Year Group (if pupil at school)** |  |

**Part B : Requestor Details**

|  |  |
| --- | --- |
| **Title:** |  |
| **Full Name:** |  |
| **Address:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Evidence of Identity (e.g. passport, driving license)** | Evidence Provided? Yes / No  Details: |
| **Status of Requestor:** | Data Subject: Yes / No  Parent or person with parental responsibility : Yes / No  Other: Yes / No  If you have selected ‘yes’ for ‘Other’, please outline your role here: |

**Part C: Details of Subject Access Request**

|  |  |
| --- | --- |
| **Details of Data being requested:** |  |

**Part D : Declaration**

Option 1

I, …………………………………………………………………………, hereby request that Reedham Park School provide the data requested about me.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Option 2

I, …………………………………………………………………….…., hereby request that Reedham Park School provide the data requested about ……………………………………………….. (insert child’s name) on the basis of the authority that I have.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_