

The Ryde School

Privacy Notice Policy



Reviewed: May 2018
Next Review: May 2022

Privacy Notice (How we use pupil information)

The Ryde School collects, stores and uses personal data in accordance with Data Protection Law, including the new General Data Protection Regulation (GDPR).

Under GDPR we will always ask for your consent where necessary and explain to you why we are collecting data and how long we are storing it.

You may request that your data be updated if incorrect, and some categories of data can be removed if you request it. Obviously, given our role, there is some data that we are legally obliged to hold and some for which you have already given us consent to hold which is fundamental to the care and education of your child. For example, if you have provided data such as your child's name, address and the name and addresses of emergency contacts this data is fundamental to the running of the school and the care of that child, so will be held by the school until the child leaves or until you ask for it to be amended. Other kinds of data may be collected for a one-off purpose and will be deleted once that purpose is complete.

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special educational needs information
- Exclusion 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 assess the quality of our services
- to comply with the law regarding data sharing
- The lawful basis on which we use this information

We collect and use pupil information under Article 6 and 9 of the GDPR.

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, except where the law or your consent dictates otherwise.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- school nurse team

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 share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 the school office.

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. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

The Ryde School continues to take data protection very seriously. In the run-up to the new General Data Protection Regulation (GDPR) which came into force on 25th May 2018, the Governors appointed a designated Data Protection Officer who is overseeing our approach to updating our data management to ensure that it continues to be lawful under the new law. The school's current Data Protection Officer is Ms C Bradbeer, who can be contacted via the school office. If you would like to discuss anything in this privacy notice, please contact the school office.