



1. Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how Jessie Younghusband School uses any personal data that is held about them. We comply with this right by providing **Privacy Notices** to individuals where we are processing their personal data.

2. Document purpose

- 2.1 The purpose of this Privacy Notice is to explain how we, Jessie Younghusband School, collect, store and use personal data about your child/ward.

3. Data controller

- 3.1 Jessie Younghusband School is the **Data Controller** for the purposes of data protection law and therefore will determine the purposes for which personal data is processed (the 'why' and the 'how').

- 3.2 The postal address of the school is:

Jessie Younghusband School
Woodlands Lane
Chichester
PO19 5PA

- 3.3 The **Data Protection Officer** for the school is the Business Manager, Charlotte Elkington, and her contact details can be found at Section 18.

- 3.4 We will ensure that your child/ward's personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

4. The categories of personal data we hold on your child/ward

- 4.1 We process data about the pupils who attend our school. Personal data that we may collect, use, store and share (when appropriate) about your child/ward includes, but is not restricted to:

- **Personal information**, including name, unique student number, address and contact details of parent(s)/carer(s);
- **Characteristics**, such as ethnicity, language, nationality, country of birth, religion and free school meal eligibility;
- **Attendance information**, such as sessions attended, number of absences and absence reasons;
- **Information from social services**, such as safeguarding information or care status;
- **Test results and reports**, including National Curriculum assessment results e.g. Key Stage 1 & 2 and end of year term/year reports;

- **Special educational needs information**, including plans and support;
- **Medical conditions**, including child health, dental health, allergies, medication and dietary requirements;
- **Behaviour information**, such as exclusion information and any relevant alternative provision put in place.

5. Why we use this data

5.1 We use this data to:

- Support student learning;
- Keep children safe i.e. for allergies or emergency contact details;
- Monitor and report on student progress;
- Provide appropriate pastoral care;
- Assess the quality of our services;
- Administer admissions waiting lists;
- Protect vulnerable individuals;
- Meet the statutory duties placed upon us by the Department for Education.

6. Our lawful basis for using this data

6.1 We will only collect and use your child/ward's personal data when the law allows us to. Most commonly, we will process it where:

- We need to comply with a legal obligation;
- We need to perform an official task in the public interest i.e. in order to provide child/ward with an education.

6.2 Less commonly we may also use your child/ward's personal data where:

- We have obtained consent to use it in a certain way;
- We need to protect the individual's health interests.

6.3 Where we have obtained consent to use child/ward's 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.

6.4 Some of the reasons listed above for collecting and using your child/ward's personal data may overlap, and there may be several grounds which justify our use of this data.

7. Collecting this information

7.1 We collect pupil information from different sources and at different times, for example registration forms completed by parent(s)/carer(s) when children/wards start at the school.

7.2 While most of the information we collect about your child/ward is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child/ward, we will make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

8. How we store this data

- 8.1 We will keep personal information about your child/ward securely while they are attending Jessie Younghusband School. We will also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.
- 8.2 Personal data will not, however, be retained by the school for longer than necessary in relation to the purposes for which it was collected. Any personal data will be held in accordance with the 'Information and Records Management Society Tool Kit for Schools'.

9. Data sharing

- 9.1 We do not share personal information about your child/ward with any third party without consent unless the law and our policies allow us to do so.
- 9.2 Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about your child/ward with:
- **The Local Authority** - to meet our legal obligations to share certain information with it, such as concerns about student's safety and exclusions;
 - **The Department for Education (DfE)** - to meet our legal obligations as part of data collections such as the School Census (more detail below);
 - **Your family or representatives** - in case of emergencies such as a health matter;
 - **Follow on schools** - which a pupil attends after leaving the school in the public interest of delivering education;
 - **Educators and examining bodies** - necessary for the performance of our education function;
 - **Our regulator, Ofsted** - to enable it to evaluate the education we provide to your child/ward, which is in the public interest;
 - **Suppliers and service providers** - to enable them to provide the service we have contracted them for;
 - **Health and social welfare organisations / third parties** - to enable us to comply with our duty of care and statutory safeguarding duties for your child/ward's wellbeing;
 - **Police forces, courts, tribunals** - in order to uphold law and order.

10. Department for Education (DfE)

- 10.1 We are required to provide information about your child/ward to the DfE as part of data collections, such as the school census. To find out more about the pupil information we are required to share with the department, for the purpose of data collection, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

11. National Pupil Database

- 11.1 Some of this information is then stored in the National Pupil Database (NPD), which is managed by the DfE and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

11.2 You can find more information about the NPD at the following website:
<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

12. Data Sharing by the DfE

12.1 The law allows the DfE to share information from the database with other organisations / third parties which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data. Such organisations include:

- schools;
- local authorities;
- researchers;
- other government departments and agencies;
- organisations fighting or identifying crime.

12.2 For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

12.3 You can also contact the DfE online via <https://www.gov.uk/contact-dfe> if you have any questions about the database.

13. How to find out what personal information the DfE hold on your child

13.1 Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing you or your child personal data;
- for a description of the data they hold about your child;
- the reasons they're holding it and any recipient it may be disclosed to;
- for a copy of your personal data and any details of its source.

13.2 If you want to see the personal data held about your child by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

14. Photographs and media

14.1 As part of our school activities we may take photographs or videos and on occasion allow external organisations to take photographs or to film within our school in line with our Data Protection Policy. Parents will be made aware when this is happening and the context in which the photograph or will be used.

14.2 The school will take photographs or videos for its own use. Usually these will be unnamed and will generally be for internal school use, but on occasion such images may be published and accessible by the wider public, such as:

- Photographs included in a school prospectus;
- Photographs to show as slides at an event for parents/carers;

- Photographs to be used on display boards, which can be seen by visitors to the school;
- Photographs posted on the school's official websites such as Twitter and Facebook sites.

14.3 It is important to note that any photographs or video images that can be accessed by the public will be monitored closely by school staff to ensure they are appropriate.

14.4 Named photographs will be used for internal use where there is a clear lawful basis for doing so e.g. safeguarding requirements or part of exclusion behaviour data. For all other purposes, if the school wants to use named photographs then it will obtain specific parent/carer consent first.

15. Requesting access to your personal data

15.1 Parent(s)/carer(s) have a right to make a 'subject access request' to gain access to the personal information that we hold about them or their children/wards e.g. your child's educational record.

15.2 If you want to make a request, please contact the school's Data Protection Officer in the first instance (contact details below).

16. Other rights

16.1 Under data protection law, individuals also have other 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;
- A right to seek redress, either through the Information Commissioner's Office (ICO), or through the courts.

16.2 To exercise any of these rights on behalf of your child, please contact the school's Data Protection Officer (contact details below).

17. Complaints

17.1 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 via our Data Protection Officer in the first instance.

17.2 Alternatively, you can make a complaint to the Information Commissioner's Office in one of the following ways:

- 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.

18. Contact details

- 18.1 If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact Jessie Younghusband's Data Protection Officer: **dpo@jys.org.uk**.