



READING SCHOOL

General Data Protection Regulations (GDPR) - Privacy Notice for Parents

May 2018

Introduction

This notice is to help you understand how and why we collect personal information about our students under the Education Act 1996/Data Protection Act 1998 and EU General Data Protection Regulation (GDPR) [Article 6](#) and [Article 9](#) from 25th May 2018 and what we do with that information.

Reading School is the data controller of the personal information you provide to Reading School. This means the school determines the purpose for which, and the manner in which, any personal data relating to students and their families is to be processed.

What is personal information?

Personal information is information that Reading School holds about its students and parents which identifies them and relates to them. This includes information such as name, date of birth and address, examination results, medical details and behaviour records. We may also record your religion or ethnic group. Photos and video recordings of you are also personal information.

How and why does Reading School collect and use student information?

The school's primary reason for using personal information is to provide students with an education. We have set out below examples of the different ways in which we use personal information and where this personal information comes from:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to track the quality of our teaching and the learning that takes place at Reading School
- to assess the quality of our services
- to comply with the law regarding data sharing

We obtain information from admissions forms and from your son's previous school.

- We may also get information from professionals such as doctors and from local authorities.
- We may have information about any family circumstances which might affect your son's welfare or happiness.
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and well-being of your son and other students at the school.
- We will monitor your son's use of web browsing, the internet and mobile electronic devices e.g. iPads to comply with the school's E-Safety Policy when using this technology and to keep them safe.
- We may take photographs or videos of your son or you at school events to use on social

media and on the school website. This to show prospective parents and students what we do here and to advertise the School and the activities of the Reading School Parents' Association (RSPA). We may continue to use these photographs and videos after your son has left the school.

- We may send you information to keep you up to date with what is happening at the School. For example, by sending you information about events and activities taking place (including fundraising events) and the school newsletter.
- We may keep details of your son's address when your son leaves the school so we can keep in touch and find out how your son is progressing.
- We may also pass your son's details to the Alumni database.
- We may use information about your son if we need this for historical research purposes or for statistical purposes.

Financial Information

- We will process financial information about you in relation to the payment of educational events, resources and fees.
- We may use information for the assessment of Free School Meals, Pupil Premium grant applications, Reading School Promise and 16-19 Bursaries.

Data Sharing

- On occasion, we may need to share information with the police.
- We may also need to share information with our legal advisers for the purpose of obtaining legal advice.
- Occasionally we may use consultants, experts, peripatetic teachers and other advisers to assist the school in fulfilling its obligations and to help run the school properly. We might need to share your information with them if this is relevant to their work.
- If your son is not of British nationality, we have to make sure that your son has the right to study in the UK. We might have to provide information about you to UK Visas and Immigration to comply with our duties as a Tier 4 sponsor.
- We may share some information with our insurance company, for example, where there is a serious incident at the school.
- If you have outstanding balances while your son is at the school, we may share information about this with other schools or educational establishments to which you intend to send your son.
- If your son leaves us to attend another school, we may need to provide that school with information about you. For example, details of family circumstances for safeguarding reasons.
- We may share information about you with others in our family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your son, as part of our wider legal and regulatory obligations, or in connection with miscellaneous school charges.
- We may need to share information if there is an emergency, for example, if you are hurt whilst on school premises.
- Alumni - If you are a former employee, pupil, parent, grandparent or relative of a pupil and wish to join our alumni programme we will collect personal information such as your contact details (including addresses and phone numbers), information about your current employment and professional qualifications, basic details of your time with us and information about your preferences and engagement with the programme.

Admissions Forms provide us with a lot of personal information. We get information from parents, previous school(s), staff and students so that we can teach and care for all our students.

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

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Medical information (such as name of GP, relevant medical conditions)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Behavioural information (such as behavioural incidents, exclusions)
- Assessment information (such as national curriculum assessments)
- Special Educational Needs information
- School history (such as where students go when they leave us)
- Post 16 learning information

Collecting student information

Whilst the majority of student 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 student information to us or if you have a choice in this.

Our legal grounds for using information

This section contains information about the legal basis that we are relying on when handling your information.

Reading School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department for Education.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK Law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of the Education (Information about Individual Pupils) (England) Regulations 2013

Legitimate interests

This means that the processing of personal data is necessary for appropriate and genuine interests except where the processing is unfair to you. The school relies on legitimate interests for most of the ways in which it uses your information.

Specifically, Reading School has a legitimate interest in:

- Providing your son with an education
- Safeguarding and promoting student welfare
- Promoting the objects and interests of the school, this includes fundraising and marketing. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if unpaid school charges are due e.g. for educational visits, boarding fees, etc.
- Facilitating the efficient operation of the school.
- Ensuring that all relevant legal obligations of the school are complied with.

In addition, personal information may be processed for the legitimate interests of others. For example, we may use information when investigating a complaint made by a fellow student or member of staff or legitimate interest from another school for outstanding debts.

If you object to us using your information where we are relying on our legitimate interests as explained above, please contact the Headmaster.

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your son's progress and so that we can contact you if there is a concern.

Legal obligation

Where the school needs to use your information in order to comply with a legal obligation, for example to report a concern about your wellbeing to Children's Services. We may also have to disclose information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital and Public Interests

Reading School considers that it is acting in the public interest when providing education. Reading School considers it is acting to protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious or to prevent someone from being seriously harmed or killed.

Substantial Public Interest

The processing is necessary for reasons of substantial public interest.

Special Categories

Reading School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors or insurers.

Medical Purposes

This includes medical treatment and the management of healthcare services. We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information, you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid.

Sending Information to other Countries

We may send your information to other countries where:

- We communicate with you or your child when you are overseas (for example, during the summer holidays if you live or travel to a different country).
- The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: http://ec.europa.eu/justice/data-protection/internationaltransfers/adequacy/index_en.htm
- If information is stored on computer servers based overseas

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland (then it might not have the same level of protection for personal information as there is in the UK.

Who do we share information with?

In some cases, personal data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Reading School upholds are imposed on the processor.

We routinely share student information with:

- Universities and other establishments that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Examination Boards
- Child Welfare Services
- Peripatetic Teachers

Department for Education (DfE)

We are legally required to share students' data with the DfE on a statutory basis. This data sharing underpins the school's funding and educational attainment policy and monitoring.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about students in schools in England. It provides important evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and examination boards.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

The Department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested; and
- The arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

To find out more about the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

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

For information about which organisations the department has provided student information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-student-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Storing student data

We hold student data using the guidelines set out in the Information and Records Management Society Retention Guidelines for Schools document: [Retention Guidelines](#)

For example, student files will be retained under the Limitation Act 1980 for the period DOB of the student + 25 years.

We can keep information about students for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful to write a book about the school.

What decisions can you make about your information?

From May 2018, you will be able to make various decisions about personal information stored. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- If information is incorrect you can ask to correct it;
- You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- You can ask to delete the information that we hold about you in certain circumstances. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- You can object to processing of personal data that is likely to cause, or is causing, damage or distress
- You can in certain circumstances, have personal data, blocked, erased or destroyed;
- Claim compensation for damages caused by a breach of the Data Protection Regulations
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time e.g. direct marketing and fundraising

Like other organisations we need to keep personal information safe, up to date, only use it for its original purposes, destroy it when it is no longer needed and treat the information we get fairly.

Please contact the school's GDPR Lead if:

- You have any questions or concerns
- You object to the school using your information for marketing
- You would like the school to update the information we hold about you
- You would prefer that certain information is kept confidential

If you have any concerns about the way Reading School and/or the DfE is collecting or using your personal data, you can raise a concern with the GDPR School Lead in the first instance or contact Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday – Friday, 9am – 5pm or <https://ico.org.uk/concerns/>.

Key Officers:

Mr Ashley Robson, Headmaster

Mr Chris Evans, Deputy Headmaster and GDPR School Lead

Miss Caroline Mole, Executive Assistant

Data Protection Officer (DPO): Satswana, ,Pembroke House, St Christophers Place, Farnborough, Hampshire, GU14 0NH; Tel: 01252 516898; Email: info@satswana.co.uk