



## Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data (information) that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal information **about our students**.

Langley Grammar School, is a 'data controller' for the purposes of data protection law. Contact details for our Data Protection Officer can be found in section 13 'Contact us'.

### 1. What personal information do we hold?

Personal data that we may collect, use, store and (when appropriate) share about students includes, but is not limited to:

- contact details, contact preferences, date of birth, identification documents
- results of routine school assessments and externally set examinations
- characteristics such as ethnic background, eligibility for free school meals, or special educational needs
- records of exclusions and other information about behaviour
- details of any medical conditions, including physical and mental health
- attendance information
- safeguarding information
- details of any support received, including plans and support providers
- photographs
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

### 2. Why do we use this information?

We use this data to:

- support students' learning and achievement
- monitor and report on student attainment and progress
- provide appropriate pastoral care and support
- protect and support students' welfare
- assess the quality of our provision
- administer admissions waiting lists
- carry out research, e.g. students' travel arrangements
- comply with the law regarding data sharing

### 3. What is our legal basis for using this information?

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation, or
- we need it to perform an official task in the public interest

We may also process students' personal data in situations where:

- we have obtained consent to use it in a certain way, or
- we need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal 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.

Some of the reasons listed for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

#### **4. How do we collect this information?**

The majority of information we collect about students is mandatory; however, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

#### **5. How do we store this information?**

We keep personal information about students while they are attending the school. We may also keep it after they have left the school if this is necessary in order to comply with our legal obligations. Our record retention schedule – which can be found on the school website - sets out how long we keep information about students. Information may be stored on our school computer systems or on paper.

#### **6. Information sharing**

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- relevant local authorities – to meet our legal obligations to share certain information such as safeguarding concerns and exclusions
- the Department for Education
- students' families and representatives
- educators and examining bodies
- Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- health authorities and health or social welfare organisations
- security organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- other professional bodies

#### **7. National Pupil Database**

We are required to provide information about our students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

## 8. Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to Slough Borough Council and other local authorities as they have legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables the local authorities to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or students once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to the local authorities.

## 9. Transferring data internationally

Where we transfer personal information to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## 10. Parents' and students' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's information where the child is not considered mature enough to understand their rights over that information (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal information the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- give you a description of the information we hold
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you or your child
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an understandable form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Langley Grammar School is an academy. Parents/carers of children educated in schools with academy status do not have the legal right to access to their child's **educational record**. However, we are willing to allow parents access to that record in line with their rights in maintained schools. To request access, please contact our Data Protection Officer. A charge may be applied to cover the administrative costs of providing this information.

## 11. Other rights

Under data protection law, individuals have certain 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
- claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

## 12. Complaints

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 in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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

## 13. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection officer:

- Mr David Harding, Deputy Headteacher
- 01753 598300
- [school@lgs.slough.sch.uk](mailto:school@lgs.slough.sch.uk)

*This notice is based on the [Department for Education's model privacy notice](#) for students, amended for parents and to reflect the way we use data in this school.*