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## **GDPR Privacy Notice for Parents/Carers**

Under data protection law, individuals have a right to be informed about how the school uses any personal data 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 data about pupils and parents.

We, Roxeth Mead School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs S Mackintosh (see 'Contact us' below).

### **The personal data we hold**

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for Government Childcare Funding, or special educational needs
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

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

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data.

## Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

## Our legal basis for using this data

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

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

Less commonly, we may also process pupils' personal data in situations where:

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

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.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 above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

## How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

Our record retention schedule is held as an appendix to our Data Protection Policy, a copy of which can be requested through the school (see 'Contact us' below).

## Data sharing

We do not share information about pupils 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 pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligation
- The pupil’s family and representatives – to provide information on progress, performance, behaviour and wellbeing
- Educators and examining bodies – to meet our legal obligation
- Our regulator e.g. Ofsted – to enable effective evaluation of school performance
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to allow payments to be taken and received
- Health and social welfare authorities/organisations - to meet our legal obligations to share certain information with it, such as health and wellbeing/safeguarding concerns
- Professional advisers and consultants – maintenance and improvement of standards for all
- Police forces, courts, tribunals - to meet our legal obligation

## How Long we Keep Records for

Type of Record	Retention Period	Reason / Source
Children’s personal records (e.g. name, DOB, contact details, GP, allergies, developmental progress)	Until the child turns 21 (or 24 if child protection concerns exist)	Limitation Act 1980 – for potential legal claims
Accident/incident records involving children	Until the child turns 21	Limitation Act 1980 – in case of a personal injury claim
Safeguarding/child protection records	Until the child turns 25	Recommended best practice; NSPCC and ICO guidance
Medication records	3 years	EYFS statutory framework & health and safety regulations
Financial records (e.g. invoices, receipts)	6 years	HMRC requirements
Staff records (e.g. DBS, training, employment)	6 years after employment ends	Statutory guidance for employers
Registers/attendance records	3 years	Ofsted requirement under EYFS

## Local Authority Pupil Database

We are required to provide information about pupils to the Local Authority for their Annual Census. Information relates to age, ethnicity and eligibility for Childcare Funding.

## Transferring data internationally

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

## Parents and pupils' 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 data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data 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 it
- 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 intelligible 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 (see 'Contact us' below).

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact our data protection officer (see 'Contact us' below).

## 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.

## **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

## **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**:

Mrs S Mackintosh

Email: [info@roxethmead.com](mailto:info@roxethmead.com)

This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school.