

## Privacy Notice: Information about pupils in schools

### GDPR 2018: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We collect the information via admission forms or CTF, or secure file transfer from a previous school. We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services
- respond to census data required by Government.

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

Parents/carers have a right to know about data held, including;

- the types of data held
- why it is being held
- to whom it may be communicated.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. All data is collected, stored and processed in accordance with the full requirements of the GDPR 2018.

If you want to receive a copy of the information about your son/daughter that we hold, please contact: Hannah Gamble at [office@grandavenue.kingston.sch.uk](mailto:office@grandavenue.kingston.sch.uk)

Also see Data protection policy on our website.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the GDPR 2018.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how the DfE collect and use your information, or any concerns about personal data please visit:

- The DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

- The Information Commissioner office at <https://ico.org.uk/concerns/>

## **Privacy Notice for our School Website**

What information do we collect?

Our website utilises online forms for you to contact us and register for events. We will only collect personal data when we have your explicit consent to do so. All personal data is managed in accordance with our obligations as a Data Controller.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for a box that you can tick to indicate that you do not want your information to be used for direct marketing.
- If you have previously agreed to us using your personal information for direct marketing, you may change your mind at any time by writing to us or using the contact form on the website.

When do we share your information?

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

How can you access your personal data?

You have a right to request access to the personal data that we hold about you. If you would like to request a copy of your personal data, please contact us. If you believe that any information we are holding on you is incorrect or incomplete, please let us know as soon as possible. We will promptly correct any information found to be incorrect.

Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to visitor needs. We use this information for statistical analysis purposes and then the data is removed from the system. Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us. You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. This may prevent you from taking full advantage of the website. We take your privacy very seriously and comply with the recent UK and EU law on handling cookies.

## Cookies used on this websites

Cookie Name	What it does
<b>ASPSESSID</b>	Only set if you log into the website, only used to keep you logged into the website.
<b>Google Analytics</b> _utma _utmb _utmc _utmz	Used to track your movement around the website, we use this information to see what information is popular and then tweak the website to ensure people access the most relevant information easily. This is a 3 <sup>rd</sup> party cookie set by them and is governed by their privacy policy, which can be found at <a href="https://www.google.com/policies/privacy/">https://www.google.com/policies/privacy/</a>
<b>YouTube</b>	This may be set if we have embedded a YouTube video on a page. This is a 3 <sup>rd</sup> party cookie set by them and is governed by their privacy policy, which can be found at <a href="https://www.google.com/policies/privacy/">https://www.google.com/policies/privacy/</a>
<b>Vimeo</b>	This may be set if we have embedded a Vimeo video on a page. This is a 3 <sup>rd</sup> party cookie set by them and is governed by their privacy policy, which can be found at <a href="https://vimeo.com/cookie_policy">https://vimeo.com/cookie_policy</a>
<b>Facebook</b>	Only set if any official facebook widgets are included in the site. This is a 3 <sup>rd</sup> party cookie set by them and is governed by their privacy policy, which can be found at <a href="https://www.facebook.com/policy.php">https://www.facebook.com/policy.php</a>

Browser specific instructions to block and remove cookies

- Internet Explorer: <http://support.microsoft.com/kb/196955>
- Firefox: <http://support.mozilla.org/en-US/kb/Cookies>
- Google Chrome: <http://support.google.com/chrome/bin/answer.py?hl=en&answer=95647>
- Opera: <http://www.opera.com/browser/tutorials/security/privacy/>
- Safari: <http://docs.info.apple.com/article.html?artnum=32467>
- Safari iOS: <http://support.apple.com/kb/HT1677>
- Android: <http://support.google.com/mobile/bin/answer.py?hl=en&answer=169022>
- Blackberry: Turn off cookies in the browser
- Windows Phone: Changing privacy and other browser settings

For further information please visit: <https://ico.org.uk/for-organisations/guide-to-pecr/cookies-and-similar-technologies>