

Privacy Notice for Parents

Data Compliance Manager (DCM)

The designated DCM is Pauline Truscott, responsible for all issues relating to Data Protection and any queries should be directed to her on p.truscott@stjohnsschool.net or 01277 623070.

General Data Protection Regulations and Data Protection Act 2018: How we use pupil information

We collect and hold personal information relating to our pupils directly from their parent(s)/guardian(s) at the time of registration and joining the School and may also receive information about them from their previous School, local authority and/or the Department for Education (DfE). We also create personal information about the pupil during their time in the school in the form of assessments, marking of work and reports. We use this personal data:

- For the purposes of pupil assessment and to confirm the identity of prospective pupils and their parents;
- To provide education services (including SEN), career services and extra-curricular activities to pupils; monitoring pupils' progress and educational needs; and maintaining relationships with alumni and the School community;
- For the purposes of management planning and forecasting, research and statistical analysis and to enable the relevant authorities to monitor the School's performance;
- To give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend;
- To enable pupils to take part in national or other assessments and to publish the results of public examinations or other achievements of pupils of the School;
- To safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care and to take appropriate action in the event of an emergency or accident, including by disclosing details of an individual's medical condition where it is in the individual's interests to do so, for example for medical advice, insurance purposes or to organisers of School trips;
- To monitor (as appropriate) use of the School's IT and communications systems in accordance with the School's Acceptable ICT Use Policy;

- To make use of photographic images of pupils for identification purposes and in School publications, on the School website and (where appropriate) on the School's social media channels, where parental permission has been given.
- For security purposes and for regulatory and legal purposes (for example child protection and health and safety) and to comply with its legal obligations; and
- Where otherwise reasonably necessary for the School's purposes, including to obtain appropriate professional advice and insurance for the School.
- To share pupil personal information, including health information, with a third party, Marsh Limited who arrange and administer fees refund scheme.

This information will include their contact details, 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.

We collect photographic images of our pupils which we use for purposes of identification and also for marketing purposes. Upon accepting an offer of a place at the School for your child, you will have been offered an opportunity to consent or otherwise to the use of your child's photographic image for marketing purposes. We will not use images of pupils for marketing purposes where parental consent has not been explicitly given.

Consent for the sharing of your data in this way may be given or withdrawn by you at any time during your child's attendance at the School. If you wish to change your consent please contact the Data Compliance Manager through the School Office.

Images of parents, pupils and other visitors to the School will be captured by our CCTV system which monitors public areas including the main entrance used by visitors, the pedestrian and vehicle gates and the entrances to all other School buildings. These images are collected and stored in line with the [Use of CCTV at St John's Policy](#). The images do not leave School premises and are never shared with any third party, with the potential exception of law enforcement agencies in the event of a security breach. Images are kept for no longer than 30 days.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

At the time that your child transitions to another School, we will share transfer reports about your child with their next School which may also include exam results.

When a child leaves the School, our records, including SEN and safeguarding information are archived for 25 years from the child's DOB.

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 General Data Protection Regulations and Data Protection Act 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 more information on which third party organisations (and for which project) pupil level data has been provided, please visit:

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

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- the DfE website at:

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

If you would like to see a copy of the information about your child that we hold, please contact the DCM, Pauline Truscott on p.truscott@stjohnsschool.net or 01277 623070.

General Data Protection Regulations & Data Protection Act 2018: How we use parent information

We collect and process personal data relating to the parents of pupils at the School. This is for contractual purposes and/or to enable the payment of fees.

This personal data includes identifiers such as names, addresses, email addresses and telephone numbers and banking details.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority Essex CC
- the Department for Education (DfE)

If you require more information about how the local authority and/or DfE store and use your personal data please visit:

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

If you would like to see a copy of the information about you that we hold, please contact the DCM, Pauline Truscott on p.truscott@stjohnsschool.net or 01277 623070.

When your child leaves the School, your data will be archived under the retention rules for pupil files, with the exception of your financial information which will be kept for 7 years from the end of the year in which your child left the School, under HMRC requirements.

If you have any complaint about the way that your data is handled please refer to the School's Complaints Procedures. If after following the complaints process you think we have not dealt with your request for information properly, you can complain to the Information Commissioners Office.