



## **St Giles School Data Protection Privacy Notice – Pupils and Guardians**

This document describes the information we collect about you and your child, and how we use and share this information.

Under data protection legislation, St Giles School is the controller of the data.

The postal address of the school is: St Giles School, Pampisford Road, South Croydon, Surrey, CR2 6DF

### **How we use pupil information**

The school collects and stores personal information relating to our pupils and may also receive information about them from their previous school, local authority and Department for Education (DfE). We use this information to:

- Support your child's learning
- Monitor and report on their progress
- Provide appropriate care and safeguarding for pupils and staff
- Assessing the quality of our service
- Comply with our legal obligations

The information we hold may include names, addresses and contact details, national curriculum assessment results, attendance information, exclusion information, where your child moves on to when they leave us and other unique pupil identifiers. It may also include sensitive personal characteristics such as your ethnic group, language, country of birth, free school meal eligibility, special educational needs, and relevant medical information. We also keep photographs of the children for safeguarding and identification reasons.

The information we hold is data that has either been provided to us by you, or other public bodies (such as previous school or local authority), or data which we have gathered (e.g. attendance or attainment records) during the course of your child's education. The school is obliged to record this information in order to carry out its duties as a public body.

The school may identify additional uses for your data, which may be of benefit to your child or the school community. Examples may include optional extra-curricular activities, fundraising or promotional activities. We will always seek your consent before using your data for these reasons. If you give consent, you may change your mind at any time.

We do not share information about our pupils with anyone without consent unless the law and our policies require us to do so.

We are legally obliged to share pupil data with the Department for Education (DfE). The DfE uses this data for school funding and educational attainment policy and monitoring

We are required, by law section 3 of the Education (Information about Individual Pupils) (England) Regulations 2013, to pass certain information about our pupils to our local authority (LA). The Local Authority means Croydon Council.

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-school>.

We may also share data with approved third parties or contractors in order to support your child's education, health and wellbeing. Examples may include health and SEN support professionals, service suppliers (such as catering, payment processing services and communications tools).

The information shared may include sensitive personal information such as information about your child's health, special educational needs, or disabilities. This information is used to provide the correct services to support your child and is shared on a strictly need to know basis.

### **How long do we keep information?**

We keep information for as long as the law requires or until it is no longer required. The school follows the Information and Records Management Society Retention Guidelines for Schools policy that explains in detail how long we keep information. Please ask for a copy from the school office.

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to view the information that we hold about them. Requests for access to view your personal information must be recorded in writing. You may make a request verbally by speaking to a member of staff who will record your request.

Alternatively, you may use our Subject Access Request form or write your own letter addressed to the Head Teacher sent care of our nominated DPO; OpenAIR Systems Limited, Unit 20 Capital Business Centre, Croydon, Surrey, CR2 0BS, or submit an emailed a request to [stgiles.sars@openair.systems.co.uk](mailto:stgiles.sars@openair.systems.co.uk)

Further information is available in our Data Protection policy, copies of which are available upon request or can be downloaded from the school website. For further queries about the data we hold, please contact the school office on 0208 680 2141 or by email to [office@st-giles.croydon.sch.uk](mailto:office@st-giles.croydon.sch.uk)

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office by post; Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, by telephone: 0303 123 113 or 01625 545 745, or online at: <https://ico.org.uk/concerns>

