



## **General Protection Privacy Regulations (GDPR)**

**The Kings House School Windsor**

**(Parents / Carers / Pupils)**

### **Privacy Statement**

#### **Who processes the information?**

We, The King's House School, Windsor (TKHSW), are the Data Controller for the purposes of the GDPR Regulations 2018. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Lyndsey Harding acts as a representative for the school with regard to its data controller responsibilities and can be contacted on [lharding@kcionline.org](mailto:lharding@kcionline.org).

We will not give information about you or your child without your consent to anyone outside of the school unless the law and our rules permit it. Where the school outsources data to a third party processor, the same data protection standards that TKHSW upholds are imposed on the processor.

Lyndsey Harding, our Headteacher, has responsibility for Data Protection at the school. Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR 2018.

#### **Why do we collect and use this information?**

TKHSW holds the legal right to collect and use personal data relating to pupils and their families and may also receive information about your child from their previous Early Years setting or school, LA and/or the DfE.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

We hold this personal data and use it to:

- Support your child's teaching and learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well the school is doing
- To comply with the law regarding data sharing
- To safeguard pupils



### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information - e.g. names, pupil numbers and addresses
- Characteristics - e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information - e.g. number of absences and absence reasons
- Assessment information - e.g. ACE & External assessment results
- Behavioural information - e.g. number of temporary exclusions
- Relevant medical information

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data retained for?**

Personal data relating to pupils at TKHSW and their families is stored in line with the School Retention Schedule, see Appendix 7 of the Data Protection Policy. A copy of this policy can be requested from the school office by emailing [school@kcionline.org](mailto:school@kcionline.org).

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared and if so with whom?**

The school is required to share pupils' data with the DfE on a statutory basis.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. TKHSW is required by law to pass information to the Local Authority (LA), and the Department for Education (DfE). Data is also sent to other agencies, as prescribed by law such as the Department of Health (DH), Primary Care Trust (PCT), who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing Statistics
- Providing information, advice or guidance.



## What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how TKHSW uses your personal data.
- Request access to the personal data that TKHSW holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way TKHSW and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.