



PRIVACY NOTICE (GDPR) 2018 Pupils and parents

How we use pupil and parent information

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on and your child(ren), what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. If it, or any information linked to is unclear, please contact the school office.

Contact details are available at the end of this privacy notice.

The categories of pupil & parent information that we collect, hold and share include but are not limited to:

- Personal information (such as name, unique pupil number and address, parents' national identification number).
- Contact details and preference (contact telephone numbers, email addresses, addresses)
- Characteristics (such as ethnicity, religion, language, nationality, country of birth, school bus subscriptions etc)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (such as data scores, tracking, and internal and external testing) •
- Relevant medical information (such as Health information, physical and mental health care, immunization program and allergies)
- Special educational needs information
- Safeguarding information
- Exclusion information
- Behavioural information
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).
- CCTV images
- Payment details

We may also hold data about pupils that we have received from other organizations, including other schools, regional education authorities and the Ministry for Basic and Secondary Education.



Why we collect and use this information

We use the pupil and parent data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral and medical care
- for safeguarding and pupil welfare purposes
- administer admissions waiting lists
- for research purposes
- to inform you about events and other things happening in the school
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

Our lawful basis for collecting and processing pupil information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- (a) Data subject gives consent for one or more specific purposes.
- (c) Processing is necessary to comply with the legal obligations of the controller.
- (d) Processing is necessary to protect the vital interests of the data subject.
- (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

A full breakdown of the information we collect on pupils can be requested from the school office. 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.

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. 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.



Storing pupil data

We hold pupil data whilst the child remains at SBEC International School. The file will follow the pupil when he / she leaves SBEC International School. However, where there is a legal obligation to retain the information beyond that period, it will be retained in line with our retention policy. We have data protection policies and procedures in place, including strong organizational and technical measures, which are regularly reviewed. Further information can be found on our website.

Who we share pupil information with

We routinely share pupil information with appropriate third parties, including:

- Our Regional Education Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Ministry of Basic and Secondary Education
- The pupil's family and representatives
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- schools that the pupil's attend after leaving us

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Ministry of Basic and Secondary Education (MOBSE) on a statutory basis. This data sharing underpins school educational attainment policy and monitoring.

To be granted access to pupil information, organizations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.



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 12), 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 organization in certain circumstances. If you would like to make a request, please contact the school office.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

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 school office or via the online form on the CONTACT US page.