

## PRIVACY NOTICE – PUPILS AND PARENTS

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This notice is to help parents understand how information about pupils and parents is used in the Milton Keynes Preparatory School group, also known as ‘the Company’, which comprises Milton Keynes Preparatory School, Walton Pre-Preparatory School and Nursery and Broughton Manor Preparatory School. The information contained within this Notice is provided in accordance with the rights of individuals under the General Data Protection Regulation (GDPR) which comes into force on 25/05/2018.

The Proprietor is the Data Controller for the purposes of the GDPR.

### WHY DO WE COLLECT AND USE PUPIL AND PARENT INFORMATION?

In order to fulfil its ordinary duties, the school may process a wide range of personal data about pupils and parents. We collect, store and use information about you and your child to:

- Support learning.
- Monitor and report on the progress of your child.
- Provide appropriate health and pastoral care for your child.
- Assess the quality of our services.
- Obtain payment for your child’s school fees and fees for extra-curricular activities, trips and visits and before and after school provision.
- Comply with the law regarding data sharing.

### COLLECTING INFORMATION

Generally, the school receives the majority of the pupil information from parents directly. In some instances, personal data may be supplied by third parties, such as previous schools attended by your child. The school will inform parents whether you are required to provide certain pupil information to us or if you have a choice in this.

### TYPES OF PERSONAL INFORMATION HELD BY THE SCHOOL

Personal information is the information that the school holds about the child or parent that allows the child or parent to be identified. The school will only share information with other people or organisations when it has good reason to do so. The following includes examples of the types of information the school holds about you and your child and what we do with that information.

**Personal information.** This includes such information as your and your child’s name, unique pupil number, address, contact details and parents’ financial details.

**Characteristics.** Some information is known as Sensitive Personal Data and this includes information about your child’s characteristics, including ethnicity, language, nationality, country of birth, religious beliefs, health and gender.

**Attendance information.** The number of sessions attended, number of absences and reasons for absence.

**Medical information.** To support your child in school, we may process information obtained from healthcare practitioners and staff regarding medical conditions, allergies and other medical information to meet the healthcare needs of pupils, for example, anaphylaxis care and administration of EpiPens and asthma medication. The school will also process medical information such as Accident Forms.

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**Special educational needs information.** To meet any special needs your child may have, the school will need to process SEN information. We may need to consult with external educational experts to fulfil our obligations. We may need to share your child's information with these external advisers where this is relevant to their work and to support your child.

**Behavioural information.** The school will process information about your child's behaviour as part of its role in delivering education. In certain circumstances, such as a serious incident, the school may need to share your child's information with, for example, the Police.

**Imagery.** Photographs of your child are also personal information. Parents will be asked to consent to images of their children being used for marketing purposes, for example, on the school website or in marketing material, such as our school prospectus or in displays. The school may continue to use photographs of your child for a period of no longer than 3 years after your child leaves the school.

**Pastoral and safeguarding information.** We may need to report some of your child's information to the local authority or other government agency in order to meet our obligations to safeguard the children in our care. We may also need to share information with the Police or the school's legal advisers if something goes wrong or to help with an enquiry.

**Court orders or criminal petitions.** The school may need this type of information to safeguard your child's welfare.

**Information about future school destinations.** The school may need to provide information to other schools when your child leaves our school.

**Child Education Records.** We may obtain information from schools which the child has previously attended, for reasons of continuity of education. Records can include academic information, references and progress reports. Maintaining records of your child in our school is a legitimate activity for the purpose of delivering education.

**Information Technology.** We monitor the use of the school's IT and communications systems in accordance with the Acceptable Use Policy – Email and Internet. We also monitor the CCTV systems for the security of the school.

### WHO DO WE SHARE INFORMATION WITH?

The school will routinely share information with:

- Schools that the child attends after leaving us.
- The local authority.
- The Department for Education (DfE).
- Health professionals (in the event of a medical emergency).
- The National Pupil Database (NPD) from Reception Class.

The school does not share information about pupils or parents with anyone unless the law and our policies allow us to do so.

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### **THE NATIONAL PUPIL DATABASE (NPD) from Reception Class**

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. The information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The school is required by law to provide information about our pupils to the DfE as part of our statutory data collections such as the school census and early years' census. Some of this information is then stored on the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

### **THE LEGAL GROUNDS FOR USING PUPIL AND PARENT INFORMATION**

The school relies on the following legal grounds:

#### **Legitimate Interest**

The school relies on legitimate interests for most of the ways in which it uses your child's information. Specifically, the school has a legitimate interest in:

- Providing your child with an education.
- Safeguarding and promoting the welfare of your child.
- Facilitating the smooth operation of the school and the Company.

#### **Legal Obligation**

This is where the school uses your child's information to fulfil a legal obligation, for example, to report a safeguarding concern to the local authority. The school may also have to disclose to the Police, for example, where legally obligated to do so.

#### **Vital Interest**

For example, to protect the health of a person when they may be hurt or injured.

#### **Public Interest**

The school considers that it is acting in the public interest when providing an education.

#### **Performance of a Contract**

Processing is necessary for the performance of the contract entered into between the school and the parent for the provision of an education to the child in exchange for the payment of fees.

### **FOR HOW LONG DO WE KEEP INFORMATION?**

We will keep information for as long as we need to in order to provide an education to your child. Some information will be kept after your child leaves the school, for example, in instances where we need to carry out an investigation after your child leaves the school. The school will keep information for historical or statistical purposes. Normally, information about the child will be archived after the child has left the school and retained for a period of 6 years after leaving the school. Information will be securely destroyed when it is no longer needed.

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### **DECISIONS YOU CAN MAKE ABOUT THE INFORMATION**

Parents have the right to request access to information that we hold about them or their child.

You also have the right to:

- Object to processing of your child's personal data that is likely to cause or is causing damage or distress (certain overarching exceptions are in place, for example to do with safeguarding and child protection).
- Prevent processing for the purpose of direct marketing.
- You can ask for what pupil and parent information we hold and be given access to your child's educational record.
- You can ask the school to delete the information we hold about your child in certain circumstances. For example, if we no longer need the information.
- You can ask for the information to be amended or corrected.
- Access information we hold about you or the pupil. Please contact the Data Protection Officer and ask for a Subject Access Request Form.

### **CONTACT**

If you would like to discuss anything in this Notice, then please contact the Matron in the first instance.