



# Pupils/Parents/Carers Privacy Notice

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

We are Kensington Avenue Primary School, part of [The Manor Trust](#), Kensington Avenue, CR7 8BT, a multi-academy trust (MAT). The Trust is the Data Controller for the purposes of data protection law for all the personal data processed

The Data Protection Officer (DPO) for the Trust is: The Education Space (see 'Contact us' below).

## The categories of information that we collect, hold and share include:

- Basic details (such as name, age, gender, unique pupil number)
- Contact details (such as address, telephone number, email address)
- Loan / borrower information records
- Financial information (such as payment records for meals, trips and other activities)
- Characteristics (such as ethnicity, language, nationality, free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- SEN information
- Child Protection information
- Safeguarding records and information
- Relevant medical information
- National Curriculum Assessments/results
- Individual Assessment Data
- Exclusion/Behaviour Information
- School pupils attend after they leave us
- Photographs and videos
- CCTV Footage

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information relating to:

- disability
- ethnicity
- health
- religion



We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education (DFE)

## Why we collect and use this information

We collect, use and store this information to:

- Support financial and legal obligations
- Support pupil learning
- Monitor and report on pupil progress
- Audit and tracking of loaned / borrowed school equipment (loan agreement forms)
- Provide appropriate pastoral care
- Safeguard pupils
- Administer admissions / enrollment and waiting lists
- Assess the quality of our services
- Comply with the law regarding data sharing
- Contact next of kin (educational matters & emergencies)

## The lawful basis on which we use this information

We only collect and use personal information when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process personal information in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use personal information, 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.

## Collecting information

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

## Storing information

Personal information relating to pupils/parents/carers is stored in line with the school's Data Retention Policy.

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



## Who we share information with

We routinely share personal information with:

- Schools which pupil's attend after leaving us
- Our local authority
- Central government
- Our auditors
- The Department for Education (DfE)
- OFSTED
- Management Information System software provider (Arbor Education)
- Catering provider
- Financial organisations, payment processors and providers
- Education services, platforms and providers (Eg, Education City, Google workspace)
- The school photographers (once/twice a year)
- School network and infrastructure service and provider (Virgin media, LGFL)
- Health authorities / social welfare organisations (relevant NHS staff including school nurse, physiotherapists, occupational therapists, audiologists, CAMHS, education psychologists etc.
- School social media network and channels (school website, school newsletter, Twitter, Youtube, local magazines and newspapers)

## National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD

## Why we share information

We do not share information without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.



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-schools>

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## Transferring data internationally

Where we transfer personal information to a country or territory outside the United Kingdom, we will do so in accordance with data protection law.

## Requesting access to your personal information

Under data protection legislation, Individuals have a right to make a **‘Subject Access Request’ (SAR)** to gain access to personal information that the school holds about them.

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.

To make a request for your personal information, please use the relevant form found on our website or contact the school office directly for a hardcopy.

You also have the right to:

- object to processing of personal information 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 information rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

## Further information

If you have a concern about the way we are collecting or using your personal information, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

## Contact Us

Our Data Protection Officer is The Education Space who can be contacted at [dpo@theeducationspace.co.uk](mailto:dpo@theeducationspace.co.uk)

If you would like to discuss anything contained within this privacy notice, please contact the school office or email [dataprotection@kaps.croydon.sch.uk](mailto:dataprotection@kaps.croydon.sch.uk).



### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 9th November 2023

