



Parent and Pupil Privacy Notice

Who does this apply to?

This privacy notice applies to all parents (and guardians) of pupils at Knightsbridge School and information held on all pupils under the age of 13. Until this age, parents have the rights and responsibilities in relation to their children's data; thereafter, these rights transfer to the child.

Pupil Information:

Why do we collect and use pupil information? (Lawful basis for processing).

We collect and use pupil information under Article 6(1)(e) of the GDPR which states 'Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller' and Article 9(2)(g) 'The processing is necessary for reasons of substantial public interest, and occurs on the basis of a law that is, inter alia, proportionate to the aim pursued and protects the rights of data subjects'.

We use pupil data:

- to support pupil learning;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to assess the quality of our services;
- to comply with the law regarding data sharing;
- to enable us to carry out specific functions for which we are responsible;
- to assess performance and to set targets for schools.

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

- Personal information (such as name, unique pupil number and address);
- Characteristics (such as ethnicity, language, nationality and country of birth);
- Attendance information (such as sessions attended, number of absences and absence reasons);
- Relevant medical information;
- Special educational needs information;
- Exclusions/behavioural information;
- Previous schools (s) information, including references and assessment data;
- Assessment information;
- In relation to parents and/or guardians;
- Pupils images

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.

There is no automated decision making or profiling which is undertaken with our pupils' data.

Storing pupil data

We hold pupil data on our school management information system and for sensitive or highly confidential information in secure folders with controlled access.

We retain our pupil data as follows:

Admissions: Application Forms, assessments, records of decisions	Until the ex-pupil is aged 25 or for those potential pupils not admitted, for 7 years from that decision
Exam Results	7 years from pupil leaving schools
Pupil file, including pupil reports, pupil performance records, pupil medical records	Until the ex-pupil is aged 25 or longer if relevant for safeguarding related matters.
Special Educational Needs records	These are assessed individually; typically we retain this until the ex-pupil is aged 35

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupils attend after leaving us – for reference purposes;
- our local authority – for reporting and specific issues;
- Directors and Advisors of Knightsbridge School – for the management of the school;
- Social welfare agencies – if we have any concerns;
- Other relevant 3rd Parties such as the KSPA and KSEF;
- Our caterers, Brookwood – for dietary requirements;
- School Photographer;
- Your parents or legal guardians;

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

Parental Information

Why do we collect and use parent information?

We collect parental information so that we can communicate with you about practical matters, such as your child's whereabouts and about education matters such as academic performance and behaviour. We also wish to involve you in the KS community, so we communicate with you about events and matters of interest. In doing the above, we rely upon Article 6(1)(b) which states that "Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract", Article 6(1)(d) which states that "Processing is necessary to protect the vital interests of a data subject or another person" and Article 6(1) (f) "Necessary for the purposes of legitimate interests pursued by the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject. "

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

- Personal information (such as name, contact details and address);
- Characteristics (such as ethnicity, language, nationality and country of birth);
- Bank details, if provided by you;
- Data pertinent to child protection;

Collecting parent information

Whilst the majority of parental 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.

Storing parent data

We hold parent data on our school management information system and for sensitive or highly confidential information in secure folders with controlled access.

We retain our parental information as follows

Contact information	For 7 years after your child leaves the school With your consent for Alumni updates
Bank Details	For 7 years, only as part of our accounts records

Who do we share parent information with?

- schools that the pupils attend after leaving us – for reference purposes;
- our local authority – for reporting and specific issues;
- Directors and Advisors of Knightsbridge School – for the management of the school;
- Social welfare agencies – if we have any concerns;
- Other relevant 3rd
- Such as the KSPA and KSEF

Photographs/Video & CCTV

We use CCTV recordings for the purpose of crime prevention and investigation, and also in connection with our obligation to safeguard the welfare of pupils, staff and visitors to our site. CCTV recordings may be disclosed to third parties, such as the police, but only where such disclosures is in accordance with the data protection law. However, although the primary purpose of the School's CCTV system is the detection and prevention of crime, any evidence of misconduct captured incidentally on these cameras can be used as evidence in disciplinary matters.

Photographs are used to assist us with regards to safeguarding the welfare of pupils and the recording for school events and activities. This maybe be used for the purposes of marketing and promotion via our website and other media. Consent will be sought for the use of photos and video.

Requesting access to personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information or be given

access to your child's educational record, contact Elaine Williamson (Bursar). Although you are under no legal obligation to do so, we ask that you request information during term time to give the school the best opportunity to comply with your request within one calendar month.

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact the Elaine Williamson Bursar e.williamson@knightsbridgeschool.com