

G2 GDPR Parent Privacy Notice

GDPR's Lawfulness, Fairness and Transparency data protection principle:

“Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject” [Art 5 (1)(a)]

During your child's time as a student at The Purcell School, we collect and keep information ('personal data') about you. This includes:

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information - class marks, marks in tests, coursework, school exam results, public exam results, school reports and grades, and the results of assessment by outside agencies such as examination boards and the CEM centre.
- Medical information (including Physiotherapy and Counselling)
- Accident reports – when your child has been involved in an accident in school
- Dietary requirements
- Special Educational Needs Information
- Incident forms – if your child is involved in any behaviour which causes concern and might be reported to the Deputy Principal
- Suspensions/detentions
- Commendations
- Safeguarding referrals/Child Protection concerns
- Financial information relating to payment of fees
- Information submitted as part of the application process for MDS/School Bursary support.

We collect and use this data:

- to support your child's learning
- to monitor and report on your child's progress
- to provide appropriate pastoral care and safeguard and promote wellbeing
- to manage the MDS/School Bursary Scheme
- To collect fees
- to monitor your child's health
- to assess the quality of our services
- to comply with the law regarding data sharing

Most of the information we collect and keep is stored securely on the School's computer servers. This means that school staff can access this information when they need it. The information isn't available to others nor will it be stored on personal devices like tablets, laptops or computers at home, nor will school staff store information about you on their personal accounts such as Outlook or iCloud.

Sometimes the School will need to collect and keep information about you in 'hard copy', such as paper files. The School stores this information safely so that it is used only by those who need it.

The School will destroy files relating to your child when they reach the age of 25. If there is safeguarding documentation about you as a result of a referral to Children’s Services or the Police, this will be kept securely by the DSP until we have further advice from the Independent Inquiry into Child Sexual Abuse on how long the data should be retained.

The School will never sell, rent or trade this information about you (known by law as ‘personal data’).

The School will give the information it collects and stores about you to others only if the law says it must or if the school needs to do so to enforce what it is allowed to do by law.

None of our ICT service providers lie outside the EEA and therefore there is no reason why any of your data will be processed outside of the EEA.

Your rights

If you have any questions about how your personal data is used by the Purcell School you may contact c.rayfield@purcell-school.org or the Bursar for more information.

Policy author / reviewer:	Policy date / review date:	Next review due:
J Harding	May 2018	September 2020
Paul Bambrough	January 2020	January 2021