



Hazelwood School



Hazelwood School Nursery and Early Years

Introduction

This Notice is to help you understand **how** and **why** we collect personal information about you and **what** we do with that information. It also explains the decisions that you can make about your child's information.

We are giving you this Notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 12) they will be considered mature enough to exercise their own data protection rights.

If you have any questions about this Notice please talk to the Bursar.

What is personal information?

Personal information is information that the School holds about your child and which identifies your child.

This includes information such as their date of birth and address, as well as things like exam results, medical details and behaviour records. The School may also record your child's religion or ethnic group. CCTV, photos and video recordings of your child are also personal information.

How and why does the School collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. Our primary reason for using your child's information is to provide your child with an education.

The admissions forms which you complete give us personal information about your child. We get information from your child, his / her teachers and other pupils. Your child's old School also gives us information about your child if we need this to teach and care for them.

Sometimes we get information from your child's doctor and other professionals where we need this to look after your child.

We collect this information to help the School run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell the appropriate teachers if your child is allergic to something or might need extra help with some tasks.
- We may need to share information about your child's health and wellbeing with the School matron or counsellor.
- We may use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms.
- We may need to report some of your child's information to the government (e.g. the Department for Education). For example, we may need to tell the local authority that your child attends the School or let them know if we have any concerns about your child's welfare.
- When we are inspected by the Independent Schools Inspectorate we may have to share your child's information with them to assist them with their Inspection.
- If the School receives a complaint or grievance which involves your child we may need to use their information to deal with this appropriately. For example, if you make a complaint or if another parent complains about an issue which involves your child.
- We are legally required to provide the Department for Education with certain information about your child. Some of this information will be stored on the National Pupil Database. Organisations can request information from the National Pupil Database which might include information about your child. But they are only allowed to do this for limited purposes and they must be very careful about how they use your child's information. More information can be found here: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Where, in this document, the word School is used, this is understood to include the Nursery and Early Years Foundation Stage.

- We may need information about any court orders or criminal petitions which relate to your child. This is so that we can safeguard your child's welfare and wellbeing and look after the other pupils at the School.
- Depending on where your child will go when they leave us we may need to provide their information to other Schools and Colleges. For example, we may share information about your child's exam results and provide references. We may need to pass on information which they need to look after your child.
- If your child takes public examinations we will need to share information about them with examination boards. For example, if your child requires extra time in exams.
- We may need to share information with the Police or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your child's classmates is injured at School or if there is a burglary.
- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your child's information with them if this is relevant to their work.
- If your child has misbehaved in a serious way, and the Police have become involved, we may need to use information about the action taken by the Police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your child's academic and (where fair) their behaviour records with you so you can support their schooling.
- We will only share your child's information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.
- We will monitor your child's use of email, the internet and mobile electronic devices e.g. iPads. This is to check that your child is not misbehaving when using this technology or putting themselves at risk of harm. If you would like more information about this you can read the Acceptable Use of IT Policy.
- We may use photographs or videos of your child for the School's website, magazine, social media sites, prospectus and in the local newspapers to show prospective pupils and parents what we do here and to advertise the School. These photographs and videos may be published alongside information about your child such as your name, hobbies and achievements. We may continue to use these photographs and videos after your child has left the School.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson. We also have a photograph of your child on their School record to help teachers who do not teach them directly to get to know your child. If your child is in The Nursery and Early Years (including Reception) we will use photographs for the completion of their EYFS Profile and Learning Journals.
- If you have concerns about us using photographs or videos of your child please speak to the Bursar.
- We may use examples of your child's schoolwork to let people know what kind of activities and lessons we do at the School.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We may keep details of your child's address when they leave so we can send them a copy of our annual magazine LuperCUS and find out how they are getting on. In the future, we may plan to create an alumni association (called The Old Hazelwoodians for example). We may also pass your child's details onto the team running this part of the School's operation so they can invite them to play an active part in this aspect of School life.
- We sometimes use contractors to handle personal information on our behalf. The following are examples:
 - IT consultants who might access information about your child when checking the security of our IT network; and
 - we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the School site.

If you have any concerns about the above, please speak to the Bursar.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your child's information.

Legitimate interests

This means that the School is using your child's information when this is necessary for the School's legitimate interests except where the processing is unfair to your child. The School relies on legitimate interests for many of the ways in which it uses your child's information.

Specifically, the School has a legitimate interest in:

- Providing your child (and other children) with an education.

- Safeguarding and promoting your child's welfare and the welfare of other children.
- Promoting the objects and interests of the School. This includes fundraising e.g. if we want to raise money to upgrade our facilities or provide new resources and using photographs of your child in promotional material such as on our website and in the prospectus.
- Facilitating the efficient operation of the School.
- Helping the School comply with its obligations (for example, when it is inspected).

In addition your child's personal information may be processed for the legitimate interests of others. For example, we may use information about your child when investigating a complaint made by another pupil.

If you object to us using your child's information where we are relying on our legitimate interests as explained above please speak to or email the Bursar.

Legal obligation

This exists where the School needs to use your child's information in order to comply with its legal obligation. For example, to report a concern about your child's wellbeing to Children's Services. We may also have to disclose your child's information to third parties such as the courts, the local authority or the Police where legally obliged to do so.

Vital interests

In limited circumstances we may use your child's information to protect your child's vital interests or the vital interests of someone else (e.g. if your child or they are seriously hurt).

Public interest

The School is required to use your child's information if it is in the public interest to do so. For example, to provide your child with an education, to look after your child and their classmates or when the School is inspected.

Special categories or personal data

The School must also comply with an additional condition where it processes 'special categories' of personal information. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

Substantial public interest

The School is also allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" as noted above. For example the School may use special categories of information about your child to provide them with an education, to look after your child and their classmates or when the School is inspected.

Employment and social protection law

There may be times when the School needs to use your child's information because we are an employer. Also the School may use your child's information to comply with social protection law (e.g. to look after your child) and social security laws (e.g. to provide your child with free School lunches if applicable).

Vital interests

In limited circumstances we may use your child's information to protect your child's vital interests or the vital interests of someone else (e.g. if your child or they are seriously hurt).

Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical purposes

This includes medical treatment and the management of healthcare services.

We may ask for your consent to use your child's information in certain ways. If we ask for your consent to use your child's personal information you can take back this consent at any time. Any use of your child's information before you withdraw your consent remains valid. Please speak to the School office if you would like to withdraw any consent given.

In some cases we will rely on more than one of the grounds above for a particular use of your child's information. For example, we may rely on legitimate interests and public interest grounds when using your child's information for safeguarding purposes.

Sending information to other countries

We may send your child's information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we may:

- store your child's information on cloud computer storage based overseas.
- communicate with you about your child by email when you are overseas (for example, when you are on holiday).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm.

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal information as there is in the UK.

We will provide you with details about the safeguards which we have in place outside of this Privacy Notice. If you have any questions about the safeguards that are in place please contact the Bursar.

For how long do we keep your information?

We keep your child's information for as long as we need to in order to educate and look after them. We will keep certain information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your child's information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about your child for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

What decisions can you make about your child's information?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about your child and be provided with a copy. We will also give you extra information, such as why we use this information about your child, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about your child in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about your child in a format that can be read by computer;
- our use of information about your child may be restricted in some cases. For example, if you tell us that the information is inaccurate, we can only use it for limited purposes while we check its accuracy.

Further information and guidance

This Notice is to explain how we look after your child's personal information. The Bursar can answer any questions which you might have.

Please speak to the Bursar if:

- you object to us using your child's information for marketing purposes e.g. to send your child information about School events. We will stop using your child's information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about your child; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your child's personal information you can contact the Information Commissioner's Office: ico.org.uk.