



AVALON SCHOOL Privacy Notice

General Data Protection Regulation (GDPR)

This Privacy Notice has been written to inform parents, pupils and staff of Avalon School about what we do with your personal information. This Notice may be subject to change as the Data Protection Regulations progresses.

Avalon School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation. Avalon school is a data controller of personal data about past, current and prospective pupils, their parents and guardians as well as data about past, current and prospective staff and third party contractors.

Avalon School holds personal information relating to our pupils and also receives information about them from their previous school, Local Authority (LA) and/or the Department of Education (DfE).

Personal Data Processed by the School

Avalon School collects and processes data about people to enable us to operate as a school. Information in both paper and digital formats is covered by the DPA and GDPR. This includes:

- personal identifiers and contacts (such as name, unique registration number, contact details and address)
- characteristics (such as ethnicity, language, and religion)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (such as educational psychologist reports)
- medical and administration (such as doctors information, child health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as end of key phase assessment data)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- financial information (such as bank details and bursary forms)

Why we collect and use this information

Your personal data (including sensitive personal data, where appropriate) is processed by the School strictly in accordance of the DPA and GDPR. We collect and use pupil information for the following purposes:

- to support teaching and learning
- to monitor and report on pupil attainment progress
- to analyse and publish examination results
- to provide appropriate pastoral care including medical and other sensitive services
- to assess the quality of our services and overall performance
- to communicate
- to understand your needs and provide a better service
- to collect information for national statutory authorities (such Independent Schools Council (ISC), Independent School Association (ISA) and the Independent Schools Inspectorate)

- to promote the schools and its activities (such as events, performances, open days)
- to assess and admit pupils
- to recruit and look after students and staff
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- to monitor email communications or internet access to ensure compliance with the school rules and strictly in accordance with our IT Acceptable Use Policy
- and for other reasonable purposes relating to our operation as a school and employer.

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) include:

- Education Act 1944, 1996, 2002
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our pupils' interests, include:

- School trips
- Extra curricular activities

How we collect 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. When we do process this additional information we will ensure that we ask for your consent to process this.

We collect and process pupil and parents information directly from you via Registration Forms, Safeguarding Booklets etc.

We will also process information received from:

- Department for Education (DfE)
- Wirral Education Authority
- Previous schools attended

How we store pupil data

We hold pupil and parent data securely for the set amount of time in accordance with the data retention requirements by the Department of Education and other statutory bodies. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Who we share pupil data with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our Local Education Authority - Wirral
- the Department for Education (DfE)
- National Health Service bodies

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to: <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the school without your consent unless we have a lawful basis for doing so.

What rights do you have over your data?

Under GDPR parents and pupils have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact Mrs Callaway (Headteacher) on the address provided below:

Mrs Callaway
Headteacher
Avalon School
Caldy Road
West Kirby
Wirral
CH48 2HE
E: jcallaway@avalon-school.co.uk
T: 0151 625 6993

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
E: casework@ico.gsi.gov.uk
T: 03031 231 113