



Privacy notice for parents/carers

Introduction

This notice is to help you understand how and why Annemount School collects your child's personal information and what the school does 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.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that Annemount School hold about them. Annemount School complies with this right by providing 'privacy notices' to individuals where Annemount School processes their personal data.

This privacy notice explains how Annemount School collects, stores and uses personal data about pupils, parents or carers including those listed as 'Emergency Contacts'.

Annemount School is the 'data controller' for the purposes of data protection law. The school has a Data Privacy Policy which can be found on the school website or obtained from the school office.

The personal data Annemount School holds

Personal data that Annemount School collects and uses and stores and shares (when appropriate) about individuals includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal and external assessments
- Pupil records and reports
- Characteristics, such as ethnic background, religion, English as an additional language, any special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs and video images captured in school

Annemount School may also hold data about pupils and families that Annemount School has received from other organisations, including other schools, local authorities and the Department for Education.

Why Annemount School uses this data

Annemount School uses this data to:

- Comply with the law regarding data sharing
- Fulfil its legal obligations regarding admissions and registration
- Fulfil its legal obligations regarding Health, Safety and Welfare
- Support pupil learning
- Monitor and report on pupil progress

- Assess the quality of its services
- Share news and information with the parent community
- Showcase the life and ethos of the school

Our legal basis for using this data

Annemount School will only process personal data where Annemount School has one of 6 'lawful bases' (legal reasons) to do so under data protection law:

1. The data needs to be processed so that the school can **fulfil a contract** with the individual, or the individual has asked the school to take specific steps before entering into a contract
2. **Comply with a legal obligation (LO)**
Where the School needs to use your child's information in order to comply with a legal obligation to report a concern about wellbeing to Children's Services. We will 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.
3. The data needs to be processed to ensure the **vital interests (VI)** of the individual e.g. to protect someone's life
4. Performance of a task carried out in the **public interest (PI)** (or carrying out public tasks)
This applies where what we are doing is for the benefit of people generally. The following are examples of where this applies:
 - providing your child and others with an education;
 - safeguarding and promoting your child's welfare and the welfare of other children;
 - facilitating the efficient operation of the School; and
 - ensuring that we comply with all of our legal obligations.
5. **Legitimate Interests (LI)**
This means that the School is using your child's information when this is necessary for the School's legitimate interests or someone else's legitimate interests. We won't rely on this basis when your child's interests and fundamental rights override our legitimate interests. Specifically, the School has a legitimate interest in:
 - Providing your child (and other children) with an education and making sure that your child is behaving properly.
 - Complying with our agreement with you for your child to be at the School.
 - Keeping the school building safe.
 - Making sure that the School is well managed and that we protect the School's reputation.
 - 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 and using photographs of your child in promotional material such as on our website and in the prospectus.
 - Ensuring that all relevant legal obligations of the School are complied with (for example in relation to inspections).
 - Using your child's information in connection with legal disputes.
 - Facilitating the efficient operation of the School.

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.
6. The individual (or their parent/carer when appropriate in the case of a pupil) has freely given clear **consent**

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

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

Substantial public interest (SPI)

The School is allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" above. For example, the School will use information about your child's health to look after them. We may also use other types of special category personal data 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 and social security law (ESP)

There will be times when the School needs to use your child's information because we are an employer. Also the School will use your child's information to comply with social protection law (e.g. to look after your child) and social security laws. Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.

Vital interests (VI)

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 (LC)

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. This applies whenever sharing special category data is necessary in relation to legal claims.

Medical purposes (MP)

This includes medical treatment and the management of healthcare services.

How and why does the School collect and use your child's personal information?

We set out below different ways in which we use personal information and where this personal information comes from. The letters highlighted in different colours refer to the legal bases we are relying on.

1. Our primary reason for using your child's information is to provide your child with an education - **LI, PI, SPI**.
2. The School will also use your child's personal information to safeguard and promote your child's welfare and the welfare of others (for example, so that we can look after your child if they are hurt) - **LI, PI, SPI, ESP, MP**.

The admissions and intakes forms which you complete give us personal information about your child. We get information from your child, their teachers and other pupils. Your child's old school also gives us information about how well your child did and any difficulties they had if we need this information 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.

3. We will use information about your child during the admissions process e.g. when welcoming your child to attend the school for an informal assessment and considering any information provided on the registration form. We may let your child's previous school know if they have been offered a place at the School - **LI, PI, SPI**.

4. We need to tell all appropriate members of staff if your child has a health issue - **LI, PI, SPI**.
5. We will tell your child's teachers if they have special educational needs or require extra help with some tasks - **LI, PI, SPI**.
6. If we have information that your child suffers from an allergy, we will use this information so that we can look after your child - **LI, PI, SPI, VI, MP**.
7. If we have information that your child suffers from a disability, we will use information about that disability to provide support - **LI, PI, SPI, ESP** and in certain circumstances, **MP**.
8. Where appropriate, the School will have information about your religious beliefs and practices. For example, if your child does not eat certain foods - **LI, PI, SPI**.
9. We record your child's attendance and if he or she has time away from the School we record the reason(s) why - **LI, PI, SPI**.
10. We will need to report some of your child's information to the government (e.g. the Department for Education). We will need to tell the local authority that your child attends the School, if your child leaves the School or let them know if we have any concerns about your child's welfare - **LI, LO, PI, SPI, ESP**.
11. We may need to share information about your child with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School - **LI, LO, SPI**.
12. When we are inspected by the Independent Schools Inspectorate we will have to make your child's information available to the inspectors to assist them with their inspection - **LI, LO, PI, SPI**.
13. If the School receives a complaint or grievance which involves your child, we will 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 - **LI, PI, SPI**.
14. The School may share information about your child with the local authority or educational support or learning support teachers for the purpose of the preparation, implementation and / or review of your child's Statement of Special Educational Needs or Education Health and Care Plan - **LI, PI, LO**.
15. 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 includes 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> - **LO, SPI**.
16. Depending on where your child will go when they leave us we will provide their information to other schools. For example, we will share information about your child's progress and attainment results and provide references - **LI, PI, SPI**.
17. If your child has a safeguarding file, we are legally required to pass this file to their next school - **LI, LO, PI, SPI, ESP**.
18. 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 - **LI, LO, PI, SPI, LC**.
19. We use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We will share data with them if this is relevant to their work - **LI, PI, SPI**.
20. If your child has misbehaved in a serious way, we may need to share information with the police and we may need to use information about the action taken by the police - **LI, LO, PI, SPI, ESP**.

21. We may share some information with our insurance company to make sure that we have the insurance cover that we need - [LI](#), [PI](#), [SPI](#), [LC](#).

22. If you have appointed an agent to act on your behalf during the admissions process, then we may share information about your child with them. For example, we may send them the acceptance letter so that they can pass this on to you- [LI](#).

23. We will share your child's academic and (where necessary) their behaviour records with you so you can support their schooling - [LI](#), [PI](#), [SPI](#).

24. We will acquire consent for the use of photographs or videos of your child for the School's website and to show prospective pupils what we do here and to advertise the School. We will continue to use these photographs and videos after your child has left the School - [LI](#), [PI](#).

25. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson - [LI](#).

26. We publish our 7+ entrance results as well as other news on the website and put articles and photographs in newspapers to tell people about what we have been doing - [LI](#).

27. The School must make sure that our computer network is working well and is secure. This may involve information about your child, for example, our anti-virus software might scan files containing information about your child - [LI](#).

28. From time to time, we may use a third party to provide activities such as instrumental music teachers, external sports coach and learning support teachers. We may share your child's information with them, for example, to tell them what sports they are good at- [LI](#), [PI](#).

29. 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 - [LI](#).

Third Parties

Annemount School does not share information about pupils with any third party unless the law and or its policies allows.

Where it is legally required, or necessary (and it complies with data protection law), Annemount School may share personal information about pupils with:

- *The local authority – to meet legal obligations to share certain information with it, such as safeguarding concerns and admissions status*
- *The Department for Education*
- *The pupil's family and representatives*
- *Educators, examining bodies and education groups*
- *Ofsted, Independent Schools Inspectorate*
- *Suppliers and service providers – to enable them to provide the service Annemount School has contracted them for*
- *Financial organisations*
- *Central and local government*
- *The school auditors*
- *Survey and research organisations*
- *Health authorities*
- *Security organisations*
- *Health and welfare organisations*
- *Professional advisers and consultants*

- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

How Annemount School stores this data

Annemount School keeps personal information about pupils and their families prior to starting and while they are attending Annemount School. Annemount School may also keep it beyond their attendance at Annemount School if this is necessary in order to comply with our legal obligations.

Data security and storage of records

Annemount School will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

Data sharing

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 sometimes use contractors to handle personal information on our behalf.

Transferring data internationally

Sending information to other countries

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en

If the country that we are sending your child's 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.

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' 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.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request to Annemount School it will:

- Give a description of it
- Explain why Annemount School is holding and processing it, and how long Annemount School will keep it for
- Explain where Annemount School got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Requests can be made to the Head teacher.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the Head teacher.

Complaints

Annemount School takes any complaints about collection and use of personal information very seriously. This should be read in conjunction with the Complaints Policy which can be found on the school website.

If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about data processing, please raise this with Annemount School in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Head teacher.

Headteacher@annemount.co.uk

02084552132

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way Annemount School use data in this school.