



GDPR privacy notice for pupils and their families

Under Data Protection Law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'Privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils.

Who processes your information?

L'Ecole des Petits and L'Ecole de Battersea (The School) is the data controller of the personal information you provide to us. This means the school determines the purposes for which and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that **The School** upholds are imposed on the processor.

Des Beylefeld, the School General Manager is the Data Protection Officer (DPO). His role is to oversee and monitor the school's data protection procedures and to ensure they are compliant with the GDPR. The DPO can be contacted on 020 7924 3186.

Principles

The GDPR sets out the key principles that all personal data must be:

- Processed lawfully, fairly and transparently
- Collected for specific, explicit and legitimate purposes
- Limited to what is necessary for the purposes for which it is processed
- Accurate and kept up to date
- Held securely

Why do we collect and use your information?

The School holds the legal right to collect and use personal data relating to pupils and their families, and may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet our contractual obligations, legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the General Data Protection Regulation
- Education Act 1996



In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning and provide educational services
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- Protect and safeguard pupils' welfare
- Administer admissions waiting lists
- To confirm the identity of prospective pupils and their parents
- To give & receive information and references about past, current and prospective pupils
- Carry out research
- To assess the quality of our service
- To comply with the law regarding data sharing
- For security purposes
- To fulfil our contractual and legal obligations
- To celebrate achievements and events
- To maintain relationships with alumni and the school community

Which data is collected?

The categories of pupil information that the school collects, holds and shares (when appropriate) includes the following:

- Personal information – e.g. names, D.O.B, emergency contact details
- Characteristics – e.g. ethnicity, language, nationality, country of birth
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to special needs (SEN)
- Safeguarding information
- Behavioural information – e.g. number of temporary exclusions
- Photographs – these will be used to aid our records management and attendance procedures, as well as marketing and school events.
- CCTV images captured in the school

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

The categories of parent information that the school collects, holds and shares (when appropriate) includes the following



- Contact information, including addresses, phone numbers and email addresses of parents and/or any other emergency contacts
- Financial and employment information if and when appropriate
- Information pertaining to home life where appropriate, e.g. where a pupil is identified as having a mental health issue or there are safeguarding concerns

How long is your data stored for?

Personal data relating to pupils at [The School](#) and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE as well as the AEFÉ and the Local Authority on a statutory basis, this includes the following:

- Pupil Identifiers
- Pupil Characteristics
- Pupil Status
- Special Educational Needs

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. [The School](#) is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

[The School](#) will not share your personal information with any third parties without your consent unless the law allows us to do so. [The School](#) routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- Our Local Authority



- Central and local government
- Department of Education
- AEFE and French Embassy
- The pupils' family and representatives
- Educators and examining bodies
- Our regulator e.g. Ofsted
- The NHS and health authorities or organisations
- Security organisations, police forces, courts, tribunals
- Suppliers and service providers
- Financial organisations
- Our auditors, professional advisors and consultants
- Charities, voluntary organisations and professional bodies
- Survey and research organisations

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how [The School](#) uses your personal data.
- Request access to the personal data that [The School](#) holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Concerns

If you have a concern about the way [The School](#) is collecting or using your personal data, then please raise your concern with [The School](#) in the first instance. Please contact the DPO directly in order to deal with your concern in the most effective way. Alternatively, The Information Commissioners Office (ICO) can be contacted on their helpline 0303 123 1113, Monday-Friday 9am-5pm or you can report a concern online at <https://ico.org.uk/concerns>

Further information

If you would like to find out more information about how we use and store your personal data, please visit our website <http://www.lecoledespetits.co.uk/> and download our GDPR Data Protection Policy. If you need further information on how the DfE may share information from the NPD, please see the DfE webpage on [how it collects and shares research data](#).

Reviewed: September 2019