



Ripplevale School and College – Rochester

Privacy Notice – Students

Date of issue: February 2024

Review Cycle: Annual

Next Review Date: February 2025

Ripplevale School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values:

While this current policy document may be referred to elsewhere in Ripplevale School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BusinessSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Ripplevale School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Ripplevale School.

The policy documents of Ripplevale School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

Introduction

- This Privacy Notice advises parents, carers and guardians of the school's data protection responsibilities on the collection, storage and use of personal information about students at Ripplevale School and College.
- The School is required to explain how and why we collect personal data and what we do with that information. This Privacy Notice will also provide information as to what you can do about your personal information that is held and processed by us.
- You are being provided with this notice because you can exercise your child's data protection rights on their behalf.
- This Privacy Notice should be read in conjunction with the Data Protection Policy.

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Name, address, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests/examinations
- Student and curricular records
- Characteristics, such as ethnic background, language, nationality, country of birth, religion
- Special educational needs information
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information, such as sessions attended, number of absences and absence reasons
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

- Photographs and video recordings
- Data about students that we have received from other organisations, including other schools, local authorities and the Department for Education (DfE).

Why we keep and use this information

- Supporting student learning
- Monitoring and reporting on student progress
- Providing appropriate pastoral care
- Protecting student welfare
- Assessing the quality of our services
- Administering the admissions process
- Complying with the law regarding data sharing

Collecting information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation (UK GDPR), we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

We obtain personal data in a variety of ways. Some of the information comes from the admissions forms and acceptance forms which you supply to us. This can contain information about you as well as your child and the same principles contained in this notice apply regarding your personal data. We also receive information about students from other schools and agencies, such as healthcare professionals. Data is also obtained from your child, their teachers and other students.

How long we store this data

Ripplevale School complies with the Data protection Act of 2018 and UK GDPR by storing and processing all personal data securely and safely.

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations.

Data sharing

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

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

- Our Local Authority (LA) – to meet our legal obligations to share certain information, such as safeguarding concerns, attendance, admissions, exclusions. The school's LA is Medway County Council
- The Department for Education (DfE) – to meet our legal obligations to share certain information, such as school census, attendance
- Appropriate members of staff – we need to tell them if your child has specific medical needs or when they might need extra help with some tasks

- Schools that students attend after leaving us – we may need to pass on information which they need to look after your child, e.g. how well your child has behaved at other schools and their test results
- External examination boards – entry information is shared in order for the awarding body to process results
- Ofsted – to enable them to meet their obligations when conducting an inspection
- Work experience supervisors – we may need to share contact information for students and parents as part of our and their safeguarding procedures
- Health and social welfare organisations – we may need to share information about your child's health and wellbeing with those who have responsibility for student welfare
- Access to personal data will only be granted to a provider that has demonstrated compliance with the UK GDPR.

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Parents and students' 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 or where the child has provided consent.

Applications or questions should be made to Lesley Cook,

Ripplevale School and College, 13 New Road, Rochester, Kent ME1 1BG (email:

lcook@ripplevaleschoolrochester.co.uk)

Data Protection Officer

SchoolPro

DPO@schoolpro.uk