



Ripplevale Privacy Notice

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.
- 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

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer the admissions process
- Comply 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 General Data Protection Regulation, 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 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 Kent 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 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 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 our Data Protection Officer, Jane Norris, Head of School