



The Tiffin Girls' School

Privacy Notice for Students

APPROVED MAY 2018

Introduction

1. You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.
2. This privacy notice explains how we collect, store and use personal data about you.
3. We, The Tiffin Girls' School, Richmond Road, Kingston upon Thames, KT2 5PL, are the 'data controller' for the purposes of data protection law.
4. Our Data Protection Officer is Ms Kilburn, Deputy Headteacher. Ms Kilburn can be contacted at dataprotection@tiffingirls.org

The personal data we hold

5. We hold some personal information about you to make sure we can help you learn and look after you at school.
6. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.
7. This information includes:
 - Your contact details
 - Your test results
 - Your attendance records
 - Your characteristics, like your ethnic background or any special educational needs
 - Any medical conditions you have
 - Details of any behaviour issues or exclusions
 - Photographs
 - CCTV images

Why we use this data

8. We use this data to help run the school, including to:
 - Get in touch with you and your parents when we need to
 - Check how you're doing in exams and work out whether you or your teachers need any extra help
 - Track how well the school as a whole is performing
 - Look after your wellbeing

Our legal basis for using this data

9. We only collect and use students' personal data when the law allows us to. Most often we will use your information where:
 - We need to comply with the law
 - We need it to carry out a task in the public interest (in order to provide you with an education)
10. Sometimes we use your personal information where:
 - You, or your parents/carers have given us consent (this means permission) to use it in a certain way
 - We need to protect your interests (or someone else's interests)
11. Where we have got consent to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for consent, and explain how to go about withdrawing consent.
12. Some of the reasons listed above for collecting and using your data overlap and there may be several grounds which means we can use your data.

Collecting information

13. While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.
14. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How Long we Store this Data

15. We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

Data Sharing

16. We do not share personal information about you with anyone outside the school without consent from you or your parents/carers, unless the law and our policies allow us to do so.

17. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with the following organisations or people. This is a comprehensive list but there may be some other organisations or people that we haven't included:

- Our Local Authority (LA) – to meet our legal obligations to share certain information with it, such as concerns about students' safety.
- The Department for Education (a government department) – to meet our legal obligations to share certain information with it, such as how many students are at the school, attendance.
- Your family and representatives – to help keep you safe
- Appropriate members of staff – we need to tell them if you have specific medical needs or you might need extra help with some tasks
- Schools that you attend after leaving us – we may need to pass on information which they need to look after you, e.g. how well you have behaved at other schools and your test results.
- External examination boards – entry information is shared in order for them to process your GCSE, AS and A level results
- Our regulator (the organisation or 'watchdog' that supervises us), Ofsted – we may need to share student information when they visit us to check the School is teaching you well
- Third party data processors – to enable them to provide analysis of internal and national examinations so that the school can monitor your progress and results (e.g. 4 Matrix, Fischer Family Trust, Alps)
- Work experience supervisors – we may need to share your and your parents' contact information to help you keep you safe whilst on a placement
- Suppliers and service providers – to enable them to provide the service we have contracted them for, e.g. IT services provider photographer for student photos on the school database, trips providers (e.g. Duke of Edinburgh). We will only do this if these providers have demonstrated they will look after your information safely.
- Insurance provider – we may need to share some information to ensure we maintain cover or to process any claims
- Health and social welfare organisations – we may need to share information about your health and wellbeing with those who have responsibility for student welfare
- Professional advisers and consultants – we might need to share your information in order to assist us in the running of the school, if this is relevant to their work
- Third-party data processor regarding admissions to Y7 – to enable them to mark and standardise the Stage One admission test and standardise the Stage Two admission test, both for entry to Y7
- Governors and/or a third-party data processor regarding admission or exclusion appeals – to enable them to process the appeal
- Police forces, courts, tribunals – sometimes we need to share information with the police or our legal advisers to help keep you safe
- UCAS – A level grade predictions are uploaded by school staff as part of your university application process

The National Student Database (NPD)

18. We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

19. Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research. The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

20. The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.
21. You can find more information about this on the Department for Education's webpage here - www.gov.uk/data-protection-how-we-collect-and-share-research-data
22. You can also contact the Department for Education if you have any questions about the database www.gov.uk/contact-dfe

Students aged 13+

23. Once you reach the age of 13, we are legally required to pass on certain information about you to our Local Authority as it has legal responsibilities regarding the education or training of 13–19 year olds.
24. This information enables them to provide youth support services, post-16 education and training services, and careers advisers.
25. Your parents/carers, or you once you are 16, can contact our Data Protection Officer to ask us to only pass your name, address and date of birth to the Local Authority.

Transferring data internationally

26. Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

27. You can find out if we hold any personal information about you, and how we use it, by making a subject access request, as long as we judge that you can properly understand your rights and what they mean.
28. You have other rights over how your personal data is used and kept safe, including the right to:
 - Say that you don't want it to be used if this would cause, or is causing, harm or distress
 - Stop it being used to send you marketing materials
 - Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
 - Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
 - Claim compensation if the data protection rules are broken and this harms you in some way
29. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting Ms Kilburn, our Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact us

30. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Ms Kilburn
Deputy Headteacher and Data Protection Officer
The Tiffin Girls' School
Richmond Road
Kingston upon Thames
Surrey KT2 5PL

Tel: 020 8546 0773

Email: dataprotection@tiffingirls.org