

PUPILS PRIVACY NOTICE

Last updated 09/07/2019

Privacy Notice - Data Protection Act 2018 and GDPR (General Data Protection Regulation) 2018

This privacy notice explains how the Rise School collects, uses and shares your personal data, and your rights in relation to the personal data we hold.

We, The Rise School, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on our pupils' progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post-14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Youth Support Services

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), date of birth and any further information relevant to the support services' role i.e. advocacy or support.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell us if you wish to opt out of this arrangement.

For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required, by law, to pass some information about you to the Department for Education (DfE) for what is called the School census. This information will, in turn, then be made available for the use by the Local Authority (LA).

If you need more information about how the LA (**the details below are for Hounslow if you are outside the borough please contact your own authority**) and DfE store and use your information, then please use the following methods:

Hounslow LA

Website: <https://www.hounslow.gov.uk>

Email: Education@hounslow.gov.uk

Postal address:

London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow
TW3 4DN

Kingston & Richmond - Achieving for Children

Website: <https://www.achievingforchildren.org.uk/>

Email: sendfamilyvoices@outlook.com

Postal address:

Achieving for Children
Civic Centre
44 York Street
Twickenham
TW1 3BZ

Windsor & Maidenhead - Achieving for Children

Website: <https://www3.rbwm.gov.uk/>

Email: customer.service@rbwm.gov.uk

Postal address:

The Royal Borough of Windsor and Maidenhead
Town Hall
St Ives Road
Maidenhead
SL6 1RF

Hillingdon

Website: <https://www.hillingdon.gov.uk/residents>

Email: contact@hillingdon.gov.uk

Postal address:
London Borough of Hillingdon
Civic Centre
High Street
Uxbridge
Middlesex
UB8 1UW

Ealing

Website: <https://www.ealing.gov.uk/site/>
Email: children@ealing.gov.uk

Postal address:
Ealing Council
Perceval House
14/16 Uxbridge Road
Ealing
W5 2HL

Surrey

Website: <https://www.surreylocaloffer.org.uk/kb5/surrey/localoffer/home.page>
Email: localoffer@surreycc.gov.uk

Postal address:
Surrey County Council
Contact Centre
County Hall
Penrhyn Road
Kingston upon Thames
KT1 2DN

Department for Education

Website: www.education.gov.uk
Email: www.education.gov.uk/help/contactus
Telephone: 0370 000 2288

Postal address:
Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

The lawful basis on which the Rise School uses this information

The Rise School collects and uses pupil information under the submission of the school census returns. This includes a set of named pupil records. It is a statutory requirement on schools under Section 537A of the Education Act 1996.

Putting the school census on a statutory basis complies with Article 6 and Article 9 of the GDPR which set the lawful basis for processing data and:

- means that schools do not need to obtain parental or pupil consent to the provision of information;
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils;
- helps to ensure that returns are completed by schools.

Data processed based on your Consent

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 process this data or if you have a choice in this.

If we need your consent, the School will provide you with clear and detailed information as to why the School is collecting the data and how the data will be used.

Where the Rise School processes your data based on your consent, you have the right to withdraw this consent at any time.

How long is your data stored for?

Personal data relating to pupils at The Rise School and their families is stored in line with the School's GDPR Data Retention Policy.

The School does not store personal data indefinitely; data is stored for as long as it is necessary to complete the task for which it was originally collected.

The Rise School currently holds pupil data whilst the child remains at the school +25 years.

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 Rise School uses your personal data;
- Request access to the personal data that The Rise 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.

Contact and complaints

If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact us:

- By email: dataprotection@ambitiousaboutautism.org.uk
- Or by post: The Pears National Centre for Autism Education
Woodside Avenue
London
N10 3JA

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.uk.

Where can you find out more information and who to contact?

If you would like to find out more information about how The Rise School collects, uses and stores your personal data, please read our GDPR Data Protection Policy.

If you would like to discuss anything in this privacy-notice, Leigh-Anne Sullivan acts as a representative for The Rise School with regard to its data controller responsibilities and is available on 020 80990640 or via email at Leigh-AnneSullivan@theriseschool.com.

About this version of the privacy statement

This privacy notice was drafted in spring 2018, approved in June 2018 and amended in September 2018. It has been reviewed and amended in July 2019.