

Kew Montessori/St Margaret's Montessori Pupil and Parent Privacy Notice

Introduction

Kew Montessori/St Margaret's Montessori is the data controller for the purposes of the General Data Protection Regulation. We collect information from you and may receive information about your children from previous schools and the London Borough of Richmond upon Thames. This notice is to help you understand how and why we collect your children's (our pupils') personal information and what we do with that information. It also explains the decisions that you can make about our pupils' information.

What is "personal information"?

Personal information is information that the school holds about our pupils and which identifies them.

This includes information such as their name, date of birth and address as well as things like medical details. The School may also record their religion or ethnic group. Photos and video recordings of our pupils are also personal information.

We also collect parental contact details and other personal data about our parents and guardians in order to meet the school's legitimate interest in providing education, safeguarding pupil welfare and in ensuring that the school complies with its legal obligations. We will not give information about parents or guardians to anyone outside the school without their consent unless the law allows us to.

How and why does the school collect and use pupil personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. Kew Montessori/St Margaret's Montessori's primary reason for using our pupils' personal information is to provide them with an education.

Admissions forms give us lots of personal information. We get information from you as parents, teachers and other members of staff. Our pupils' previous school(s), if any, also give us information about our pupils so that we can teach and care for them. Sometimes we get information from our pupils' doctors and other professionals where we need this to look after them.

We collect this information to help the school run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell the appropriate teachers if our pupils are allergic to something or might need extra help with some tasks.
- We may need to report some of our pupils' information to the government. For example, we may need to tell the local authority that they attend the school or let them know if we have any concerns about their welfare.
- We may need information about any court orders or criminal matters which relate to our pupils. This is so that we can safeguard their welfare and wellbeing and the other pupils at the school.
- If our pupils are from another country, then we have to make sure that they have the right to study in the UK. We might have to provide information to UK Visas and Immigration who are part of the government.
- Depending on where our pupils will go when they leave us we may need to provide their information to other schools.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of our pupils is injured at school or if there is a burglary.
- Occasionally we may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the school properly. We might need to share our pupils' information with them if this is relevant to their work.

- We may share some information with the Local Education Authority and with other people and organisations, only when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.
- Where we have previously received permission we may use photographs or videos of our pupils for the school's website or on social media to show prospective pupils what we do here and to advertise the school.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a Drama or PE lesson.
- If you have concerns about us using photographs or videos of our pupils, please speak to the Headteacher.
- We may keep details of our pupils' address when they leave so we can send you the details of the Kew Montessori/St Margaret's Montessori Alumni.

If you have any concerns about any of the above, please speak to the Headteacher.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling our pupils' information.

1. "Legitimate interests"

This means that the processing is necessary for us to meet its legitimate interests in providing our pupils with an education. The school relies on legitimate interests for most of the ways in which it uses our pupils' information.

Specifically, the school has a legitimate interest in:

- Providing our pupils with an education.
- Safeguarding and promoting the welfare of our pupils.
- Promoting the objects and interests of the school. This includes fundraising e.g. if we want to raise money to fund special projects.
- Facilitating the efficient operation of the school.
- Ensuring that all relevant legal obligations of the school are complied with.

In addition, our pupils' personal information may be processed for the legitimate interests of others. For example, we may use information about our pupils when investigating a complaint made by another of our pupils.

2. "Legal obligation"

Where the School needs to use our pupils' information in order to comply with a legal obligation, for example to report a concern about their wellbeing to Children's Services. We may also have to disclose our pupils' information to third parties such as the courts, the local authority or the police where legally obliged to do so.

3. "Vital interests"

For example, to prevent someone from being seriously harmed or killed or to protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

4. "Public interest"

Kew Montessori/St Margaret's Montessori considers that it is acting in the public interest when providing education.

Kew Montessori/St Margaret's Montessori must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, health information, and information about sex life or orientation.

5. “Substantial public interest”

The processing is necessary for reasons of substantial public interest.

6. “Legal claims”

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our Local Education Authority, legal advisors and insurers.

7. “Medical purposes”

This includes medical treatment and the management of healthcare services. We may ask for your consent to use our pupils’ information in certain ways. If we ask for your consent to use their personal information you can take back this consent at any time. Any use of our pupils’ information before you withdraw your consent remains valid. Please speak to our Headteacher if you would like to withdraw any consent given.

Sending information to other countries

We may send our pupils’ information to other countries where:

- we store information on computer servers based overseas; or
- we communicate with you when you are overseas (for example, during the summer holidays if you holiday in a different country).

For how long do we keep your information?

We keep our pupils’ information for as long as we need to in order to educate and look after them and until they are at least 22 years old in order to comply with our legal obligations.

What decisions can you make about your information?

Our pupils’ rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about our pupils and be provided with a copy. We can also give you extra information, such as why we use this information about our pupils, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about our pupils in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about our pupils in a format that can be read by computer;

Our use of information about our pupils may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

Further information and guidance

This notice is to explain how we look after our pupils’ personal information. Our Headteacher can answer any questions which you might have.

Please speak to the Headteacher if:

- you object to us using our pupils’ information for marketing purposes e.g. to send you information about school events. We will stop using our pupils’ information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about our pupils; or
- you would prefer that certain information is kept confidential.

The School Secretary is the Data Protection Officer and is the person responsible at our school for managing how we look after personal information and deciding how it is shared. If you have any questions you can ask The Data Protection Officer about how it works in our school and she can give you more information about your data protection rights.

If you consider that we have not acted properly when using our pupils' personal information, you can contact the Information Commissioner's Office: www.ico.org.uk.

Under data protection legislation, parents have the right to request access to information about them and their children (our pupils) that the school holds. To make a request for your personal information or be given access to your child's educational record please contact the school office.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

For London Borough of Richmond upon Thames:

Please access the following link:

https://www.richmond.gov.uk/council/open_richmond/data_protection

For the DfE:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the DfE as follows:

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

Website: <https://www.gov.uk/government/organisations/department-for-education>

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Kew Montessori/St Margaret's Montessori through our lead proprietor is registered as the Data Controller with the Information Commissioners Office. Our registration number is Z5923526.

If you have any questions, please contact the school's Data Protection Officer via the school office.