

PRIVACY NOTICE (How we use pupil information)



Approved by:	The Principal
Reviewed by:	Bronwen Patching
Date:	16 th June 2022
Next Review:	Summer Term 2023

The categories of pupil information that we process include:

Personal identifiers, contacts and characteristics (such as name, unique pupil number (GCSE), contact details and address)

Characteristics (such as ethnicity and language).

Safeguarding information (as in our school policy)

Medical and administration (such as doctors information, child health, allergies, medication and dietary requirements)

This list is not exhaustive.

Why we collect and use pupil information

The personal data collected is essential, in order for the school to fulfil its official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- 1) to support pupil learning
- 2) to provide appropriate pastoral care
- 3) to assess the quality of our services
- 4) to keep children safe (food allergies or emergency contact details)

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing pupil information are:

- 1) for the purposes of (1), (2) and (3) in accordance with the legal basis of Public task: collecting data is necessary to perform tasks that schools are required to perform as part of their function
- 2) for the purpose of (4) in accordance with the legal basis of Vital interests: to keep children safe (food allergies or medical conditions)

Collecting Pupil Information

We obtain pupil information via registration forms when joining the school. Once a year, parents will be asked to check that the information we hold on them and their child is up-to-date (contact information such as telephone numbers and email addresses and medical information).

Pupil data is essential for the schools' operation use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you at the point of collection, whether you are required to provide certain pupil information to us or, if you have a choice in this.

Storing Pupil Data

We hold pupil data securely, until the pupil leaves the school and for a further 12 months after they have left.

Who we share pupil information with

We routinely share pupil information with:

- 1) schools that the pupil attends after leaving this school
- 2) our local authority
- 3) ISTD (exam grading)

Why we routinely share pupil information

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

Requesting access to your personal data

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, you will need to make a request by email to admin@adagioschoolofdance.co.uk

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You also have the right to:

- 1) object to processing of personal data that is likely to cause, or is causing, damage or distress.
- 2) Prevent processing for the purpose of direct marketing
- 3) object to decisions being taken by automated means
- 4) in certain circumstances, having inaccurate personal data rectified, blocked, erased or destroyed.
- 5) a right to seek redress, either through the ICO, or through the courts if you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance at admin@adagioschoolofdance.co.uk

Contact

If you would like to discuss anything in this privacy policy notice, please contact the school by email at admin@adagioschoolofdance.co.uk