



Mayfield Preparatory School  
*Believe it! Achieve it!*

## MAYFIELD PRIVACY POLICY

Effective as of May 25<sup>th</sup>, 2018

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### I. Introduction

Schools, local education authorities and the Department for Education (the government department which deals with education) all hold information on pupils and parents in order to run the education system, and in doing so have to comply with The General Data Protection Regulation (EU) 2016/679.

Your privacy and security of your personal data and children data is and will always be, important to us. We want to transparently explain how and why we gather, store, share and use your personal data and children personal data - as well as outline the controls and choices you have around when and how you choose to share your personal data.

The present policy, Mayfield Privacy Policy, will tell you about the types of data held, why that data is held, and to whom it may be passed on.



## 2. About this policy

This Policy sets out the essential details relating to management of your personal data and personal data of your children.

The aim of this Policy is to:

1. Ensure that you understand what personal data we collect about you and your children, the reasons why we collect and use it, and who we share it with;
2. Explain the way we use the personal data that you share with us to provide best possible education and care to your children;
3. Explain your rights and choices in relation to the personal data we collect and process about you and how we will protect your privacy.

We hope this helps you to understand our privacy commitments to you. For further clarification and to contact us if you ever have any questions or concerns, then please see the 'How to Contact Us' below.

## 3. How do we collect personal data?

We collect personal data about you and your children in the following ways:

1. When you register your child at the school and are placed on a waiting list.
2. When you are going through the registration process.
3. Through the academic year when we organise specific activities like school trips.
4. Through the academic year to record the development of your children and their academical results.

## 4. What personal data do we collect?

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes:

- contact details,
- National Curriculum assessment results,
- attendance information,
- characteristics such as ethnic group,
- special educational needs,
- any relevant medical information,



- photos and videos,
- yearly academical results and projects.

The school holds information on parents in order to be able to support the teaching and learning and to be able to contact parents if needed:

- contact details,
- proof of parental authority,
- parents evening minutes.

## 5. What do we use the personal data for?

The collected personal data is used only for the following matter defined in GDPR:

- **Performance of a contract** – providing the best education possible to your children
- **To protect the vital interest of a data subject** – to provide best possible care to your children (medical care)
- **Compliance with legal obligation** – as per Department of Education instructions
- **Consent** – to provide parents with complementary services like Tapestry Online Journal

## 6. Sharing personal data

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Education (DfE) and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements.

The **Local Education Authority** uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them.

The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DCFS in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Education** uses information about pupils for statistical purposes, to



evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfE will feed back to LEAs and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

## **7. Use of 3<sup>rd</sup> parties**

We may also make use of some third parties for the management or processing of this data in some instances; these third parties may include:

- Tapestry – to provide an electronic journal of the children to parents
- Firefly – to communicate with parents
- Purple Mash – to register online works and projects of the children
- Accountants – to process all payments
- LA ICT – to provide IT support for the school

None of the 3<sup>rd</sup> party listed above have access to personal data of parents or children, unless authorisation is given in writing by Mayfield Preparatory School, in events like bug fixes.

## **8. Transfer to other countries**

No data is being sent outside of the European Union.

## **9. Children and parents rights**

Under GDPR, Pupils and parents, as data subjects, have certain rights:

- Right of Access - the right to be informed of and request access to the personal data we process about you;
- Right to Rectification - the right to request that we amend or update your personal data where it is inaccurate or incomplete;
- Right to Erasure - the right to request that we delete your personal data;



- Right to Restrict - the right to request that we temporarily or permanently stop processing all or some of your personal data;
- Right to Object:
  - the right, at any time, to object to us processing your personal data on grounds relating to your situation;
  - the right to object to your personal data being processed for direct marketing purposes;
- Right to Data Portability - the right to request a copy of your personal data in electronic format and the right to transmit that personal data for use in another party's service;
- Right not to be subject to Automated Decision-making - the right to not be subject to a decision based solely on automated decision making, including profiling, where the decision would have a legal effect on you or produce a similarly significant effect.

If your child wishes to access their personal data, or you wish to do so on their behalf, then please contact the relevant organisation in writing:

- the school at Mayfield Preparatory School, Sutton Road, Walsall, West Midlands, WSI 2PD.
- the LEA's Data Protection Officer c/o Walsall LEA, Civic Centre, Darwall Street, Walsall, WSI IDQ.
- the QCA's Data Protection Officer at QCA, 83 Piccadilly, LONDON, WIJ 8QA.
- the DfE's Data Protection Officer at Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, MI 2WD

Please note that all rights under The General Data Protection Regulation to do with information about your child rest with them as soon as they are old enough to understand these rights.

This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12. We would therefore encourage you to share this note with your child if they are aged 12 or over.

Separately from The General Data Protection Regulation, DfE regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right, you



should write to the school.

## **10. Changes to the privacy policy**

We may occasionally make changes to this Policy.

When we make material changes to this Policy, we will provide you with prominent notice as appropriate under the circumstances by sending you an email.

Please, therefore, make sure you read any such notice carefully.

## **11. Contact us**

Thank you for reading our Privacy Policy. If you have any questions about this Policy, please contact the School Headmaster, writing at the following address:

**Mayfield Preparatory School**

Sutton Road, Walsall,

West Midlands WSI 2PD

Or by email at [info@mayfieldprep.co.uk](mailto:info@mayfieldprep.co.uk)