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# Kelmscott School

"Putting Learning First"

Dear Parent/Carer

## **Re: Privacy Notice – GDPR**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students. Kelmscott School is the 'data controller' for the purposes of data protection law. Our data protection officer is the London Borough of Waltham Forest (see 'Contact us' below).

### **The personal data we hold about you:**

- Your full name
- Your home address
- Your contact number(s)
- Your email address

If at any time you need to advise us of a change in your personal data, you can make a request verbally or in writing.

### **The personal data we hold about your child:**

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, date of birth, identification documents.
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

### **Examples on why we use your child's data**

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Comply with the law regarding data sharing

## **Our legal basis for using this data**

We only collect and use students' personal data to comply with a legal obligation or to perform an official task in the public interest.

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

## **Collecting this information**

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **Data sharing**

We do not share information about students with any third party without consent unless the law and our policies allow us to do so. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Storage and security**

Personal data is held according to our Records Management Policy and in compliance to the GDPR regulations. We hold student data for varying lengths of time depending on what the information is. The specified periods we hold school data is in accordance to the Information and Records Management Policy, which is accessible via our school website.

## **Parents and students' rights regarding personal data**

You have the right to make a '**subject access request**' to gain access to personal information that the school holds. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. We will respond in a timely manner. However, we may find it difficult to respond in the school holidays.

## **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **School Data Controller** on 020 8521 2115 Ext 2121 or email [data@kelmscott.waltham.sch.uk](mailto:data@kelmscott.waltham.sch.uk)

Yours sincerely



Sam Jones  
**Headteacher**