



## **Privacy Notice for Students, Parents and Carers**

This privacy notice explains how we use information about you and what we do with it. The information is called 'personal data' or 'personal information'.

Students, parents/carers are asked to read this notice before completing the school's student registration form.

### **Who we are**

You already know that our school is called Park House School and that it is part of the Greenshaw Learning Trust and we have to tell you that the Greenshaw Learning Trust is the organisation which is in charge of your personal information. This means that the Greenshaw Learning Trust is called the Data Controller.

The postal address of the Greenshaw Learning Trust is;

- Grennell Road  
Sutton  
SM1 3DY

Alternatively, you can email the Trust at [info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)

If you want to discuss, correct or update your personal information you should contact the school directly. You can leave a letter at reception or send one by post to:

- Mrs B Newman - Office Manager  
Park House School  
Andover Road  
Newbury  
RG14 6NQ
- Telephone Number: 01635 573911

### **The categories of student information that we process include:**

- personal identifiers and contacts (such as name, unique student number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements)

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Mr James King, Headteacher

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Park House School, Andover Road, Newbury RG14 6NQ

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T: 01635 573911

E: [office@parkhouseschool.org](mailto:office@parkhouseschool.org)

W: [www.parkhouseschool.org](http://www.parkhouseschool.org)



- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Please visit the Greenshaw Learning Trust website for more information: [Greenshaw Learning Trust Policies](#)

### **How we use student information**

The Greenshaw Learning Trust collect and hold personal information relating to our students and may also receive information about them from their previous school, local authority and/ or the Department for Education (DfE). The personal data collected is essential for the schools to fulfil their official functions and meet legal requirements. We use this personal data to:

- support learning
- monitor and report on progress
- provide appropriate pastoral care
- assess the quality of our services
- keep children safe (emergency contacts, food allergies)
- meet the statutory duties placed upon us by the Department of Education
- comply with the law about sharing personal data
- provide a managed learning environment
- celebrate the success of students who have shown effort and commitment to their educational progress
- communicate via Bromcom or MCAS, our communication management platform (to send emails and text messages)
- access ParentPay, our EPOS (electronic point of sale service provider for cashless catering)
- to enable students to select subject options and parents to confirm these options via Bromcom
- process new student starters via Admissions+ (Applicaa)

This information will include contact details, national curriculum assessment results, attendance information, any exclusion information, destination (where students go after they leave us) and personal characteristics such as ethnic group, any special educational needs as well as relevant medical information. We will also use photographs of students in accordance with the permissions indicated by parents/students on the student registration form.



For students 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.

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

- The Greenshaw Learning Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard students.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our students. This is a function which is in the public interest because everybody needs to have an education. This means we have a real and proper reasons to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be where we are involved in activities which are not really part of our job as a Trust but we are involved because we think it would benefit our students. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision.

### **Collecting student information**

We collect student information via student registration forms and Common Transfer Files (from the Local Authority or previous schools attended) through secure file transfer.

Student data is essential for the school's operational use. Whilst the majority of student information you provide is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will make it clear at the point of collection whether there is a legal requirement for you / your parents to provide it, whether there is a legal requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided and what you need to do if you do not want to share this information with us.



## **Storing student data**

We hold student data securely for the set amount of time shown in our data retention schedule. For more information on how we keep your data safe please visit the Greenshaw Learning Trust website to see the Data Protection Policy and Data Retention Procedure: [Greenshaw Learning Trust Policies](#)

## **When we share student information with**

We routinely share student information with:

- Schools
- Local Authorities
- Youth Support Services (students aged 13+)
- The Department of Education (DfE)
- Assessment Tracking software providers
- Non-LA professionals such as Speech and Language Therapy Service, Occupational Therapy Service, Educational Psychology Service, etc for disclosures connected with SEN support
- CAMHS
- School Counsellor
- NHS
- Bromcom (communication management platforms)
- ParentPay (electronic point of sale service provider)
- Gmail (school email provider)

## **Why we regularly share student information**

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

It is in the vital interest of our students for personal information to be shared with the services listed above. All data is transferred securely.

Before students are old enough to understand we will ask parents to consent. We will ask for students to consent once they reach the age of 13. This is because the law requires us to ask students if they can understand. Normally, we involve parents too.



## **Youth Support Services**

Once our students reach the age of 13, we also pass student information to our local authority and/or the provider of Youth Support Services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- Youth Support Services
- Post-16 education and training providers
- Career Advisers

A parent or carer can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of Youth Support Services by informing us. This right is transferred to the student once they reach the age of 16.

Data is securely transferred to the Youth Support Service.

Please see the West Berkshire Privacy Notice for more details about how data is stored and how long it is held for:- <https://www.westberks.gov.uk/privacypolicy>

## **Students aged 16+**

We will also share certain information about students aged 16+ with our local authority and / or provider of Youth Support Services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- Youth Support Services
- Careers Advisers

A student, once they reach the age of 16, can object to only their name, address and date of birth being passed to their local authority or provider of Youth Support Services by informing us.

Data is securely transferred to the Youth Support Service. For more information about services for young people, please visit our local authority website.



## **Automated Decision Making**

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision making in limited circumstances.

Students will not be subject to automated decision-making, unless we have a lawful basis for doing so and we have notified you.

## **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see the 'How Government uses your data' section.

## **Local Authorities**

We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

## **Requesting access to your personal data**

Under GDPR, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact;

- Mrs B Newman - Office Manager  
Park House School  
Andover Road  
Newbury  
RG14 6NQ



- Telephone Number: 01635 573911

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- 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 or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the DfE, please see the 'How Government uses your data' section of this notice.

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting

- Mrs B Newman - Office Manager  
Park House School  
Andover Road  
Newbury  
RG14 6NQ
- Telephone Number: 01635 573911

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the school:

[office@parkhouseschool.org](mailto:office@parkhouseschool.org) or write to Park House School, Andover Road, Newbury, RG14 6NQ

Or contact the Greenshaw Learning Trust:

[info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk) or write to the Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY



## **How Government uses your data**

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures)
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## **Data collection requirements**

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/datacollection-and-censuses-for-schools>

## **The National Pupil Database (NPD)**

Much of the data about students in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## **Sharing by the Department of Education**

The law allows the Department to share students' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England





- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided student information to (and for which project), or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

### **How to find out what personal information the DfE holds about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personalinformation-charter>

To contact the DfE: <https://www.gov.uk/contact-dfe>



## **Compliance**

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the school, then you can contact the DPO on the details below:

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

Lead Contact: Craig Stilwell Last Updated

## **Last Updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in February 2024