



Queen Elizabeth's School

FOUNDED IN 1573

Privacy notice for parents

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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Queen Elizabeth's School (Queen's Road, Barnet, Herts, EN5 4DQ) are the 'data controller' for the purposes of data protection law.

You can contact our Data Protection Officer at dpo@qebarnet.co.uk

The personal data we hold

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

- Contact details and contact preferences
- Bank details
- Photographs
- CCTV images captured in school
- Occupation

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances, including court orders
- Physical and mental health, including medical conditions
- Support received, including care packages, plans and support providers
- Details supplied as part of a Disclosure and Barring Service check

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why we use this data

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school (such as emergency closures) and events

- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect pupil welfare
- Administer admissions waiting lists
- Assess the quality of our services
- Carry out research
- Comply with our legal and statutory obligations

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide your son with an education)
- We need to fulfil a contract we have entered into with you

Sometimes, we may also use your personal information where:

- You have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while your son is a pupil at our school. We may also keep it after he has left the School, where we are required to by law.

The length of time that information will be kept for will be determined in relation to the law and with reference to the Information and Records Management Society guidelines, where there is no time period set in law.

Data sharing

We do not share personal information about you with anyone outside the School without permission, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- *The local authority – to meet our legal duties to share certain information with it, such as concerns about pupils’ safety and exclusions*
- *The Department for Education - to meet our legal duties to share certain information, such as details of the pupil roll and the educational outcomes achieved*
- *Ofsted (our regulator) – so they can hold us to account for the quality of education we provide to your son*
- *Suppliers and service providers – so that they can provide the services we have contracted them for*
- *Financial organisations – so we can fulfill contracts for services to be provided to you; receive the funding and financial support you are entitled to; and allow your son to participate in paid for activities such as trips*
- *Our auditors – so the School’s finances can be verified in your interest*
- *Health authorities – to protect your son’s vital interests, so that medical professionals and the School can best look after his health and wellbeing*
- *Security organisations – to keep your son, his peers, staff and site visitors safe*
- *Professional advisers and consultants – to help us provide your son with the best education possible, in your and the public interest*
- *Charities and voluntary organisations – where they are providing a service, such as counselling, which is in your interest*
- *Police forces, courts, tribunals – to meet our legal duties and to keep your son safe*

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a ‘subject access request’.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- dpo@qebarnet.co.uk or on 020 8441 4646

This notice is based on the Department for Education's model privacy notice for pupils, amended to reflect the way we use data in this school.