

The Children's Hospital School at Great Ormond Street & UCH

PRIVACY NOTICE for PUPILS and their PARENTS/CARERS

Why we collect data and how we use it

The Children's Hospital School at Great Ormond Street & UCH is a data controller for the purposes of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). We collect information from you and may receive information about you from your parents/carers, your previous school, from the hospital and from the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well our school is doing
- Comply with the law concerning data sharing

The types of information we collect, hold and share about you

Personal information: *e.g. name, unique pupil number, home address, date of birth, your ethnic group, language, country of birth and whether you are entitled to free school meals*

Contact information: *the names and phone numbers of up to 2 parents/carers)*

Medical information: *anything we need to know for your educational needs*

SEN information: *whether you have any special educational needs*

Assessment Information: *information about how you are progressing and any exam results*

Attendance Information: *the number of sessions you have attended*

We will not give information about you to anyone outside the school without your consent unless the law and our policies allow us to do so.

Who we share your information with

In order to carry out our public duty as an education provider, we routinely share information about you with:

- Your home school
- Our Local Authority (London Borough of Camden) and your own Local Authority
- The Department for Education (DfE)
- Youth support services and careers advisers (if you are over 13)
- Your multi-disciplinary team within the hospital
- Other hospital schools

We are required by law to pass some information about you to the Local Authority (London Borough of Camden) and the Department for Education (DfE). This data is important for deciding school funding and monitoring educational attainment.

If you require more information about how the Local Authority and/or DfE store and use your information, then please go to the following websites:

London Borough of Camden

<https://www.camden.gov.uk/ccm/content/council-and-democracy/about-the-council/about-this-site/disclaimer-and-privacy-statement/?page=2#section-2>

Department of Education

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

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

Your rights

You have the right to see a copy of the information about you that we hold and share. Please make your request in writing to the Head Teacher, Jayne Franklin. We will provide the information within one month of your request.

You also have the right to:

- object to the 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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact our Head Teacher Jayne Franklin

Our DPO is Andrew Maughan and his contact details are:

Email: dpo@camden.gov.uk Tel: 020 7974 4365