

# Zainab Burgess – 11+ Tuition

## Privacy Notice

### How I use pupil and parent information

Under General Data Protection Regulations (GDPR) I am obliged to inform you of the information held on and your child(ren), what I use it for, who I share it with, and for how long I keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. If it, or any information linked to it is unclear, please contact me via [zburgess11plus@talktalk.net](mailto:zburgess11plus@talktalk.net)

I (Zainab Burgess) am the Data Controller for the purposes of data protection law.

#### **1. The categories of pupil & parent information that I collect, hold and share include but are not limited to:**

- Personal information (such as name, and address)
- Contact details and preference (contact telephone numbers, email addresses, addresses)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical information (such as NHS information, health checks, physical and mental health care, immunisation program and allergies)
- Safeguarding and other relevant legal information
- Exclusion information
- Behavioural information

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

#### **2. Why I collect and use this information**

I use the pupil and parent data:

- to support pupil learning
- to monitor and report on pupil progress
- for safeguarding and pupil welfare purposes
- to administer my own admissions waiting lists
- to inform you about events and other things happening
- to assess the quality of my services
- to comply with the law regarding data sharing

#### **3. The lawful basis on which I use this information**

The lawful basis for collecting and processing pupil information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- (a) Data subject gives consent for one or more specific purposes.
- (c) Processing is necessary to comply with the legal obligations of the controller.
- (d) Processing is necessary to protect the vital interests of the data subject.

The lawful basis for collecting and processing pupil information is also further defined under Article 9, in that some of the information processed is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- (a) The data subject has given explicit consent.
- (b) It is necessary to fulfill the obligations and exercise the specific rights of the data controller or of the data subject.
- (c) It is necessary to protect the vital interests of the data subject or of another natural person, where the data subject is physically or legally incapable of giving consent.

Where I have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify the use of this data, for example safeguarding or vital interests (preservation of life).

#### **4. Collecting pupil information**

Whilst the majority of pupil information you provide is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, I will inform you whether you are required to provide certain pupil information or if you have a choice in this. Where I have obtained consent to use pupils' personal data, this consent can be withdrawn at any time.

#### **5. Storing pupil data**

I hold pupil data whilst the child remains under tuition. However where there is a legal obligation to retain the information beyond that period, it will be retained in line with my retention policy.

My retention policy is to keep data on an individual for no more than 24 months from the time of collection. I have data protection procedures in place, including strong organisational and technical measures, which are regularly reviewed.

#### **6. Requesting access to your personal data and your Data Protection Rights**

Under data protection legislation, parents and pupils have the right to request access to information about them that I hold, through a Subject Access Request.

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. Parents also have the right to make a subject access request with respect to any personal data I hold about them.

If you make a subject access request, and if I do hold information about you or your child, I will:

- Give you a description of it
- Tell you why I am holding and processing it, and how long I will keep it for
- Explain where I got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Parents/carers also have a legal right to access to their child's educational record with me. To request access, please contact me in writing.

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

#### **7. Complaints**

I take any complaints about collection and use of personal information very seriously.

If you think that my collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about the data processing, please raise this with me.