



The Mossbourne Federation

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Privacy Notice for Parents and Carers of children under 13

You have a legal right to know how our school uses the personal data that we hold about you and your child. This 'privacy notice' tells you how we collect, store and use that data.

Mossbourne Federation (MF) is the 'data controller' in law. Our data protection officer is Paul Barlow (see 'Contact us' below).

The personal data we hold

We hold personal data about you and your child so we can help them learn, and look after them at school. For the same reasons, we get data about your child from some other places too.

This includes:

- Contact details.
- Test results.
- Attendance records.
- Information like ethnic background or special educational needs.
- Health conditions.
- Details of any behaviour issues or exclusions.
- Photographs.
- CCTV.
- Biometric data.

Why we use this data.

We use your data to help run the school, including to:

- Get in touch with you when we need to.
- Check how your child is doing in exams and see if your child or their teachers need extra help.
- Track how well the school as a whole is doing.
- Look after the health and wellbeing of your child.

Use of your personal data to promote what we are doing

With your agreement we may send you marketing emails or texts about school events, campaigns, causes or services. You can change your mind and decide not to receive them by contacting our data protection officer.

Our legal reason for using this data

We will only collect and use data where we are allowed to. Most often, we will use it where:

- We need to be within the law.
- We need to use it to provide your child's education.

Sometimes, we may also use personal data where:

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

There may be more than one reason for collecting and using the data you have provided. Where you have allowed us to use your data, you may change your mind at any time. We will make this clear when we ask for permission, and explain how to go about changing your mind.

Collecting this data

In most cases you must provide the data we need. There is some data that you can choose whether or not to provide. We will tell you if there is a choice to providing it or not. If you must provide it, we will explain what might happen if you don't.

How we store this data

We will keep personal data about your child while they are a student at our school. We may also keep it after they have left the school, where we are required to by law or where you have given us permission to keep in touch with you. We have a Records Management Policy which sets out how long we must keep personal data.

Data sharing

We do not share data outside the school without your permission unless the law and our policies allow us to do so. In some cases, we will provide data to an organisation that is working with us [to improve your child's education].

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

- *Mossbourne Federation (The organisation that runs all Mossbourne schools)*
- *Hackney Council*
- *The Department for Education*
- *Your family, to keep them informed.*
- *Schools and examining bodies.*
- *Our regulator, Ofsted.*
- *Suppliers and service providers where we have a data sharing agreement*
- *Police and Security organisations – if there are security concerns.*
- *NHS and social welfare organisations.*
- *Professional advisers and consultants.*
- *Charities and voluntary organisations.*

National Pupil Database

We provide data about your child to the Department for Education (DfE - a government department). This will be as part of data collections such as the school census.

Some of this data is then stored in the [National Pupil Database](#). This is run by the DfE and shows how schools are doing.

The DfE may share information from the database. They share with other bodies which promote children's education or wellbeing in England. These organisations must agree to strict rules about how they will use your data. You can find more information about this on the DfE's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) if you have any questions.

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Youth support services

Once your child is 13, we have to pass on certain data about them to Hackney Council. Hackney Council is legally responsible for the education or training of 13-19 year-olds. This data helps it provide youth support services, post-16 education, training services, and careers advisers. You can contact us to ask us to only pass name, address and date of birth to Hackney Council.

Transferring data internationally

We follow data protection law when sharing data with anyone outside the EEA.

Your rights

How to see your personal data

You can find out if we hold and use any personal data about you or your child, by making a **‘subject access request’**. We will need to judge whether you can properly understand your rights and what they mean.

If we do hold data about you or your child, we will:

- Explain what it is.
- 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. This means decisions being taken by a computer or machine, rather than by a person.
- Give you a copy of the data in a way you can understand it.

You may also ask us to send your personal data to another organisation in some circumstances. If you would like to make a request, please contact our data protection officer.

Your other rights over your data

You have other rights over how 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.
- Have it corrected, or deleted 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.

To go ahead with any of these actions, please contact the data protection officer.

Complaints

We take any complaints about how we collect and use personal data very seriously. 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 to know more about anything mentioned in this privacy notice, please contact our data protection officer:

- Paul Barlow – dpo@mossbourne.org

This notice is based on the [Department for Education's model privacy notice](#), amended to reflect the way we use data