



Privacy Notice

(How we use pupil and parent information)

St Peter's After School Club is the data controller of information you provide to us and recognises its obligations of handling all such information in line with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). This Notice sets out how and why we collect your information and what we do with it. We will update it from time to time as required by evolving laws, guidance and practice, informing you directly as far as is reasonably practicable of any substantial changes that affect your rights.

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

Data Protection Officer: **James England**

Telephone: 0800 0862018

Email: dpo@dataprotection.education

If you would like a copy of any documentation please contact the school office or Club manager.

The categories of pupil information that we collect and hold include:

- Personal information, such as names, addresses, and telephone numbers
- Characteristics such as language
- Medical and administration (such as doctors information, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, absences without notification)
- Safeguarding and Child Protection information
- Special educational needs
- Behavioural information
- Correspondence with and concerning staff, pupils and parents past and present
- Images of pupils (and occasionally other individuals) engaging in school activities, and images captured by the school's CCTV system (this is in accordance with the school's policy on taking, storing and using images of children).

Parental information that we hold:

We also hold information about parents and carers. Examples of this include:

- Basic personal information such as name, address, contact details, relationship to child
- Bank details and other financial information if required eg parent bank details for direct school payments

St Peter's After School Club



Why we collect and use this information

Our legal basis for processing personal information relating to you and your child is so that we can fulfil our contract with you and in some circumstances we will rely on consent as the lawful basis.

A general overview of why we use this pupil data is:

- To support pupils in the setting
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing and safeguarding children
- To carry out our service within OFSTED regulations
- for the purposes of financial transactions and reporting such as the payment of fees, etc;
- to safeguard pupils' welfare and provide appropriate pastoral care, including to help children settle into the club;
- to monitor and assist (as appropriate) use of the school's IT and communications systems;
- to make use of photographic images of pupils in school publications, on the school website and (where appropriate) and on social media channels in accordance with the school's and club's policy on taking, storing and using images of children;
- for security purposes, including CCTV;
- to carry out or cooperate with any club or external complaints, disciplinary or investigation process; and
- where otherwise reasonably necessary for the club's purposes, including to obtain appropriate professional advice and insurance for the school.

Parents' information is collected so that:

- We can communicate with you about your child (in relation to things such as health and well-being, attendance and behaviour);
- Send you important information about the club;
- Provide you with access to tools and services we use in our club (such as parent payment systems, communication applications).

The lawful basis on which we use this information

We process this information when there is a legal basis or when explicit consent has been obtained, such as:

- when necessary to carry out tasks in the club's or its community's public or legitimate interests
- For medical needs
- Safeguarding - this data is processed under the legal obligation of The Education Act 2002. Sections 21 and 175 detail how governing bodies of schools must promote the wellbeing of pupils and take a view to the safeguarding of children at the school, including our after school club.

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

St Peter's After School Club



Collecting pupil/parent information

How do we collect data?

We obtain pupil/parent information via a registration form when a child is registered for our club.

Storing pupil /parent data

We hold pupil data securely in the club for the duration of a pupil's time at St Peter's Community Primary School. Any data that does not need to be retained after this time will be destroyed. The retention period for pupil records is Date of Birth of pupil + 25 years. We follow the DfE Data Protection Toolkit for Schools guidance on the retention of records.

Who do we share pupil/parent information with?

We share pupil/parent information with:

St Peter's Community Primary School
Parentpay (collecting payments from parents)
Meritec (our CPOMS Child Protection and Safeguarding management system)
FOSPs (Friends of St Peter's) Parent Teacher Association - pupil names and year groups only as needed during PTA event organisation
Other in school after school clubs as needed for pupil collection purposes

Occasionally, we will need to share personal information relating to the school's community with other third parties, such as:

Social Services
OFSTED
government authorities (e.g. HMRC, police or the local authority);
appropriate regulatory bodies such as the Independent Schools Inspectorate or the Information Commissioner's Office (ICO);

For the most part, personal data collected by us will remain within the club, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of medical records and safeguarding files.

However, a certain amount of any SEND pupil's relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.

Staff, pupils and parents are reminded that the school is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. THIS ALSO APPLIES TO OUR AFTER SCHOOL CLUB. This is likely to include file

St Peter's After School Club



notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the Local Authority Designated Officer (LADO) or police. For further information about this, please view the club's Safeguarding Policy.

Why we share data

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

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, contact the school office or the data protection officer whose contact details are on the first page of this notice, and ask for a Subject Access Request form.

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
- 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 ask 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/>

Further information

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

School Business Manager: office@stpeters.brighton-hove.sch.uk (in the first instance)

OR

Data Protection Officer: [James England](#)

Telephone: 0800 0862018 / Email: dpo@dataprotection.education

Our Local Authority: Brighton and Hove Council - <https://www.brighton-hove.gov.uk/>

If you would like a copy of any documentation please contact the school office.

This policy was adopted by: St Peter's After School Club	Date: 23/08/19
--	----------------