

MARJORY KINNON SCHOOL



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Web: www.marjorykinnonschool.co.uk

Ms T Meredith - Headteacher

25 May 2018

Dear Parent/Carer

School Vision Statement

Every pupil will learn the skills and develop the confidence needed to become a valued, integrated and independent member of their community.

School Mission Statement

Through our learning, work and play we nurture, challenge and inspire each other to achieve our full potential.

Privacy Notice

Marjory Kinnon School processes personal data relating to our pupils and their parents and/or carers to ensure compliance with Statutory obligations as laid out by the Department for Education (DfE).

We receive this personal data from a variety of sources, including those with parental authority, the Local Authority and the Department for Education (DfE).

Pupil Data is processed to:

- support pupils' learning
- monitor and report on progress
- provide appropriate educational and pastoral support and care
- assess the quality of our services

Information about our pupils that we hold will include:

- Name and date of birth
- Contact details including details of those with parental responsibility
- National curriculum assessment results
- Attendance information
- Any exclusion, behaviour and safeguarding information

We also hold sensitive personal data including:

- Equalities monitoring information
- Medical and disability information

Any proposed change to the processing of an individual's data shall first be notified to them, or to the person with parental authority in the case of a child.

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We will not give information about a child to anyone without explicit, written consent unless the law allows us to do so.

We are required, by law, to pass certain information about our pupils to our Local Authority (London Borough of Hounslow) and the Department for Education (DfE). DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

If you need more information about how our Local Authority and/or DfE collect and use your information, please visit:

- our Local Authority at <https://www.hounslow.gov.uk/site/>
- the DfE website at <https://www.gov.uk/government/organisations/department-for-education>

Access to Information

If you want to access a copy of the information about your child that we hold, please contact myself by either calling the Main Office Team on 020 8890 2032 or email me directly at dpo@marjorykinnon.hounslow.sch.uk.

Consent

We have previously sought consent from all parents and/or carers in relation to the photographic permissions for the images that the school holds and how these images are used. Those parents and/or carers that have now yet responded to this request will be contacted by a member of the Main Office Team after half-term.

From time to time we need to seek permission from those with Parental Responsibility to carry out specific activities. This could include taking of photographs for a particular purpose. On each occasion, we will send out a consent form, with the name of the person to who it needs to be returned to clearly indicated.

We will retain copies of all consent forms received. In the event that a consent form is not received, we will assume that consent has not been given.

If a parent and/or carer later decides to withdraw consent, then they can do so by contacting me directly on the details listed above.

Yours faithfully



Mark O'Brien
Chief Operating Officer