

Riverstone Academy

Privacy Notice for Parents and Carers

Introduction

Riverstone Academy is committed to protecting the privacy and security of personal information. This privacy notice explains how the school collects, uses and protects personal data relating to pupils and their parents or carers.

The school processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Who is responsible for your data

Riverstone Academy is the data controller for the personal information it processes.

Contact details:

Riverstone Academy

[School Address]

[School Email]

[Telephone Number]

The school has appointed a Data Protection Lead responsible for overseeing data protection compliance.

Personal data we collect

Parent and carer information may include:

- Names and contact details
- Addresses
- Email addresses
- Telephone numbers
- Emergency contact details
- Relationship to the pupil

Pupil information may include:

- Personal details (name, date of birth, address)
- Education, Health and Care Plan (EHCP) information
- Special educational needs information
- Medical information
- Attendance and behaviour records
- Safeguarding information where relevant
- Assessment and progress information

Why we collect and use this information

The school collects and uses personal data to:

- Provide education and support to pupils
- Meet the needs outlined within pupils' EHCPs
- Monitor pupil progress
- Safeguard pupils
- Communicate with parents and carers
- Meet legal and regulatory requirements

Lawful basis for processing

Under UK GDPR the school processes personal data under the following lawful bases:

- Legal obligation
- Public task
- Vital interests
- Consent (where applicable such as photographs)

Who we share information with

The school may share personal data with:

- Local authorities
- Health professionals and therapists
- Social care services
- Safeguarding partners
- Other schools during transition
- Government departments where required

Data security

The school takes the security of personal data seriously and has procedures in place to protect it including secure systems, restricted access and staff training.

How long we keep data

Records are retained in accordance with national guidance including Information and Records Management Society (IRMS) guidance.

Examples:

- Pupil records – until age 25

- Safeguarding records – until age 25

Your rights

Parents have rights under data protection law including:

- Access to personal data
- Correction of inaccurate information
- Restriction of processing in certain circumstances
- The right to raise concerns with the Information Commissioner's Office (ICO).