



TWYCROSS HOUSE PRE-PREPARATORY SCHOOL
The Hollies
GENERAL DATA PROTECTION REGULATION

Privacy Notice for Parents/Carers

Twycross House Pre-Preparatory School processes personal information about its pupils and is a 'data controller' for the purposes of the GDPR.

We collect routine information from you about your child which will include your contact details, your child's attendance record, information on your child's academic performance and progress, any special educational needs, any relevant medical details, and also brief reports of any disciplinary matters and important conversations. We may also receive information about your child from their previous school. We can access CCTV images for the purpose of safeguarding our pupils and workforce and securing the premises.

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

- Personal Information (name, address, contact numbers, email address)
- Characteristics (such as ethnicity, language, nationality)
- Attendance Information (such as sessions attended, number of absences and absence reasons)
- Relevant Medical Information
- Special Education Needs

When your child joins The Hollies you are requested to provide information in the form of questionnaires, these are listed below:

- Registration Form
- New Intake Questionnaires
- Emergency Contact Form (Incl. Email Address) – Issued Annually
- Confidential Record (Inc. GP Details)
- Photograph Consent Form
- All About Me / All About My Child – Information
- Medical Needs Form
- Vision & Hearing Info

Other information we may request are in the form of:

- School Trip Consent Form
- Summer School Emergency Contact Form
- Absence Request Form

We use this personal data to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Keep your child safe;
- Provide your child with appropriate pastoral care and support;
- Assess the effectiveness of our school management.



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- To comply with the law regarding data sharing

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Local Education Authority (LEA) – Pupil details including address, email, telephone contact and parent's names.
- Department for Education (DfE)

We will not give information about you or your child to anyone outside the school without your permission unless the law and our rules permit it. Please note that we are required by law to pass some information to the Department for Education and the Local Education Authority.

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

Collecting pupil information:

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Requesting access to your personal data:

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school office.

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

If you have a concern about the way we are collecting or using your personal data, we request 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/>.

If you would like to discuss anything in this privacy notice, please contact the school office.