



Brent River College

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May 2018

Dear Parent/ Carer,

Privacy Notice – How We Use Pupil Information

Our privacy notices explain what to expect when Brent River College collects personal information.

We are writing to you to help you understand how and why we collect personal data about you and your child. It also explains the decisions that you can make about your own information.

What is Personal Data?

Personal data is information that identifies you or your child as an individual, either directly or indirectly. This includes your contact details, next of kin, and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal data.

In this notice, *Brent River College* is the data controller as defined by Data Protection legislation.

Our Data Protection Officer is:

Rajesh Seedher

020 8937 2018

school.dpo@brent.gov.uk

Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ

How and Why Does the School Collect Personal Data?

We obtain information about you from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.

Information is also received by the School directly from you. For example, you might email us with information about your marital status or provide us with documents such as Court Orders.

We collect this information to safeguard and promote the welfare of your child, promote the objects and interests of the School, facilitate the efficient operation of the School, and ensure that all relevant legal obligations of the School are complied with.

Here are some examples:

- We may have information about any family circumstances which might affect your child's welfare or happiness;
- We ask if any of your child's immediate family members have special educational needs because in some cases these can be hereditary. The School can then use this information to assist your child;
- We may need information about any Court Orders or criminal petitions which relate to you;
- We use CCTV to make sure the school site is safe. CCTV is used in private areas such as entrance to toilets.
- We may keep details of your address when your child leaves the School so we can keep in touch with your child and send relevant information about the school and find out how your child is progressing.

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information, relevant medical information, special educational needs information, exclusions/behavioural information
- Information and reports from Social Services, Police and Youth Offending involvement

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- for Health & Safety & emergencies

The lawful basis on which we use this information

We collect and use information under one or more of the following legal basis.

- Legal obligation – we need to process your information to comply with the law
- Public task – we need to process your information to carry out the task to provide you with an education
- Contract – we need to process your information as part of a contract such as contract of employment



- Consent – we need your permission to use your information

Where we require consent to use your information we will make it clear when we ask for consent, and explain how to go about withdrawing your consent.

- The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.