



Guidance Note for Privacy Notice for Parents and Pupils

This guidance accompanies the template privacy notice for parents and pupils. Schools are required to provide this notice to parents and pupils to specify the personal data the school holds about them, how they can expect it to be used and for what purposes. The language is designed to be parent/pupil friendly in accordance with GDPR.

This guidance is designed to assist Schools in completing this notice and the guidance is not intended for pupils, parents or other third parties to view once they receive a copy of the privacy notice.

If you do have any questions about this document or would like us to review the record before publishing it please let us know.

Logo

You may wish to insert your logo onto the header of the notice to personalise the privacy notice.

How to Share This Notice

This notice should be provided to parents (and pupils?) on receiving their personal data (or as soon as reasonably practicable afterward if you didn't receive the data directly from them directly).

It is good practice to give this notice immediately as a matter of course and putting structures in place to ensure they receive this

Drafting Notes

Highlighted Fields and Text Highlighted Blue

Highlighted field (coloured yellow) are fields which require completion by the School (for example, name of the School, name of the designated contact within the School).

The blue text is optional wording and only should be included if it applies to your School.

The Categories Of Pupil Information That We Collect, Process, Hold And Share

The lists are non-exhaustive but are a general list of the categories of data schools would collect on parents and pupils. If there are further categories which need to be added then please do so here.

For example, if the School use cookies they may want to add something within the bullet points about the information they gather from this (such as "electronic identification data including IP address and information collected through cookies").

How We Use Your Personal Information

The list provided is non-exhaustive and a general list of the reasons why schools process data for parents and pupils. If there are further reasons (or if some of the reasons listed do not apply) then please do modify as applicable.

Sharing Data



The list provided is non-exhaustive but is a general list of the organisations who schools share data with. If there are additional third parties then please do modify as applicable (for example using CCTV and entry systems).

If the School transfer data to organisations outside of the European Economic Area then this should have its own separate section under this heading (i.e. to state that the School transfers personal data out of the European Economic Area to the following countries/entities).

Retention Periods

The information contained in the document is for guidance only. It is best to refer to your current retention policy and procedure for consistency.

It is advised to have a data retention policy and procedure in place for more detail on how you retain documents. If you do not currently have a policy, Judicium have a model policy which can be used.

Youth Support Services

As these are for pupils 13+, the blue text can be removed for primary schools who this does not apply to.

Requesting Access To Your Personal Data

The text in blue (access to a child's educational record) is a requirement only in maintained schools only. For academies and free schools and independent schools, they are not required to give parents this option (but can choose to do so).