



## THE MOUNTBATTEN SCHOOL

### Privacy Notice for Parents/Carers of Students (How we use student information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about students, including parent/carers contact details.

We, The Mountbatten School, Whitenap Lane, Romsey, SO51 5SY, are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted via [dpo@mountbatten.hants.sch.uk](mailto:dpo@mountbatten.hants.sch.uk).

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school
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From time to time we may also store additional information such as:

- Travel documentation (passport and EHIC information)

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

### Why we collect and use this data

We use this data to help run the school, including to:

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- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Administer educational trips within the UK and abroad
- To protect student welfare and carry out safeguarding activities

### **The lawful basis for using this data**

We only collect and use students' personal data and parent/carer contact details when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

### **General Data Protection Regulations**

- Article 6(1)(e) – the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Article 9(2)(g) – the processing is necessary for reasons of substantial public interest.

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

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## Storing student data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our retention schedule sets out how long we must keep information about students. This can be found on our website.

We have security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We'll dispose of personal data securely when we no longer need it.

## Who we share student information with

We do not share information about students and their parents/carers with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- The Department for Education (a government department) – to meet our legal duties to share certain information with it, such as information about who comes to our school, this enables us to receive school funding as well as to comply with the law. (*regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013*)
- The student's family and representatives
- Educators and examining bodies
- Our regulator, Ofsted (the organisation or "watchdog" that supervises us),
- Suppliers and service providers – so that they can provide the services we have contracted them for such as auditors, Professional advisers and counsellors;  
Tour Operators associated with school trips
- Health authorities such as Hampshire County Council's School Nurse and NHS.
- Police forces, courts, tribunals
- Schools/colleges that the student attends after leaving us

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>.

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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## Youth support services

### What is different about students aged 13+?

Once our students reach the age of 13, we are legally required to pass on certain information about them to our local authority or youth support services provider, as they have legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables them to provide youth support services, post-16 education and training services, and careers advisors.

Parents/carers, or students, once aged 16 or over, can contact our data protection officer to request that we **only** pass the individual's name, address and date of birth to our local authority and youth support services provider.

For more information about services for young people, please visit our local authority website: <https://www.hants.gov.uk/educationandlearning/educationservices>

### The National Student Database (NPD)

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#) and for information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

You can also [contact the Department for Education](#) with any further questions about the NPD.

### Parents and students' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

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If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right, subject to some limitations to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Mr Chris Goodrich, Director of Business Services and Data Protection Officer or Ms Marina Wyse, Data Manager and Data Protection Lead on 01794 502502 or email [dpo@mountbatten.hants.sch.uk](mailto:dpo@mountbatten.hants.sch.uk).

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