



## PRIVACY NOTICE FOR PARENTS AND PUPILS

### Introduction

The General Data Protection Regulation (GDPR) is a piece of EU-wide legislation which determines how people's personal data is processed and kept safe, and the legal rights individuals have in relation to their own data. This Privacy Notice explains how Thomas's Foundation will use (or 'process') personal data about individuals involved in Thomas's Schools Pathway programme. This includes current, past and prospective pupils and their parents, careers or guardians.

Thomas's Foundation is a registered charity, number 1181145. We work within the Thomas's schools in Battersea, Clapham, Fulham and Kensington and with primary schools and children's organisations in the boroughs local to those schools.

We are a "data controller" for the purposes of the Data Protection Act 1998 and (from 25 May 2018) the EU General Data Protection Regulation 2016/679 ("Data Protection Law"). This means that we are responsible for, and control the processing of, your personal information.

For further information about our privacy practices, please contact us:  
[info@thomassfoundation.org.uk](mailto:info@thomassfoundation.org.uk)

### What data do we hold and how do we collect information

- Name, date of birth, contact details, current school are provided by the pupil's current Head Teacher and by the parent/guardian
- Details of any medical condition or special educational needs are provided by the parent/guardian
- Attendance records and assessment results are recorded by staff
- Safeguarding information is recorded in line with Thomas's Schools Safeguarding Policy
- Photographs and/or video may be taken by staff during Pathway sessions

### How do we use this data?

- To ensure the safety and welfare of the pupils in the Thomas's Foundation Pathway programme
- To provide appropriate educational services and support pupil learning
- To monitor and report on pupil progress
- To celebrate achievement
- To inform Thomas's Foundation of the effectiveness of the Pathway programme through monitoring and evaluation, and to plan for improvement

Thomas's Foundation (CIO)

Thomas's Academy, New King's Road, London SW6 4LY

T: 020 3327 4177 E: [info@thomassfoundation.org.uk](mailto:info@thomassfoundation.org.uk) W: [www.thomassfoundation.org.uk](http://www.thomassfoundation.org.uk)

Registered Charity No: 1181145

- Where appropriate, and with the permission of the parent/guardian, to promote the work of Thomas's Foundation

#### Our legal basis for using this data

We collect and use pupils' personal data only when the law allows us to. Most commonly this will be to enable us to deliver the programme as designed. Less commonly we may also process pupils' personal data where:

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

Where we have obtained consent to use pupils' 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.

#### Data sharing

We do not share information about pupils 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 pupils with:

- Our local authorities - to meet our legal obligations to share certain information with them, such as safeguarding concerns
- Health and social welfare organisations
- Charities and voluntary organisations
- Police forces, courts, tribunals

#### Keeping your information safe/how long is it kept

We only keep it as long as is reasonable and necessary for the relevant activity, which may be to fulfil statutory obligations. For further information please ask to read our Data Retention Policy by contacting: [info@thomassfoundation.org.uk](mailto:info@thomassfoundation.org.uk)

#### Your rights

You have various rights in respect of the personal information we hold about you - these are set out in more detail below. If you wish to exercise any of these rights or make a complaint, you can do so by contacting: [info@thomassfoundation.org.uk](mailto:info@thomassfoundation.org.uk)

You can also make a complaint to the data protection supervisory authority, the Information Commissioner's Office, <https://ico.org.uk>

**Access to your personal information:** You have the right to request access to a copy of the personal information that we hold about you, along with information on what personal information we use, why we use it, who we share it with, how long we keep it for and whether it has been used for any automated decision making. You can make a request for

access free of charge. Please make all requests for access in writing, and provide us with evidence of your identity.

**Right to object:** You can object to our processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.

You also have the right to object where we are processing your personal information for direct marketing purposes. Please contact us as noted above, providing details of your objection.

**Consent:** If you have given us your consent to use personal information you can withdraw your consent at any time.

**Rectification:** You can ask us to change or complete any inaccurate or incomplete personal information held about you.

**Erasure:** You can ask us to delete your personal information where it is no longer necessary for us to use it, you have withdrawn consent, or where we have no lawful basis for keeping it.

**Portability:** You can ask us to provide you or a third party with some of the personal information that we hold about you in a structured, commonly used, electronic form, so it can be easily transferred.

**Restriction:** You can ask us to restrict the personal information we use about you where you have asked for it to be erased or where you have objected to our use of it.

**No automated-decision making:** Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. You have the right not to be subject to automated decisions that will create legal effects or have a similar significant impact on you, unless you have given us your consent, it is necessary for a contract between you and us or is otherwise permitted by law. You also have certain rights to challenge decisions made about you. We do not currently carry out any automated decision-making.

Jill Kelham  
Pathway Director

January 2019