



Redbridge Alternative Provision

Privacy Notice for Students, Parents and Carers

Written by

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PRIVACY NOTICE FOR STUDENTS, PARENTS AND CARERS

Although we have tried to make this Privacy Notice as straight forward as possible, some may find it difficult to understand. Please contact the school Data Protection Administrator, details at the end of this notice, for further help if needed.

This notice explains how we use information about you and what we do with it. We call this information about you 'personal data' or personal information'.

WHO WE ARE

We are Redbridge Alternative Provision (RAP), Starch House Lane, Ilford, Essex IG6 1PU.

COLLECTING AND STORING STUDENT INFORMATION

We process personal data relating to students, parents/carers, staff, Governors of our organisation. We will not give information about our students to anyone without consent unless the law allows us to do so.

We have met our obligation to register with the Information Commissioners Office. Our reference number is ZA60247

STORING STUDENT DATA

As a Secondary School, we will keep information relating to a pupil's education record until the 25th birthday of that pupil.

We will only keep your information for as long as we need it or for as long as the law requires us to. Most of the information we have about you will be in our student file. We usually keep these until your 25th birthday unless you move to a new school, in which case we send your file to your new school. We have a policy which explains how long we keep information, it is called the Records Retention Policy and if you would like to discuss this in greater detail please contact the Federation Business Manager, details at the end of this form.

Any personal data that we are required to keep about students is securely stored, with limited access for staff. It will not be accessed except in response to a query about our actions in the education of a particular student. No decisions will be made about you based on this data and you will not suffer any detriment or harm by having it stored in/on our secure systems.

We keep an overall summary of attainment and performance of students in our school, in order to monitor trends in teaching and learning. This data is anonymised and does not allow us to identify individual learners, once they have left our learning community.

WE USE THE STUDENT DATA TO:

- Support students and teachers in learning.
- Monitor and report on progress.
- Provide appropriate care and security.
- Assess the quality of our services.
- Comply with the law around statutory data sharing.
- Promote the school (via newsletters and the school website, with appropriate consent).

THE CATEGORIES OF STUDENT INFORMATION THAT WE COLLECT, HOLD AND SHARE INCLUDE:

- Personal information (such as – name, address, age, unique student number and photographs).
- Special Category data (such as – ethnicity, nationality, country of birth, and medical information).
- Attendance and assessment information (such as – sessions attended, number of absences & absence reasons, national curriculum assessment results, special education need and any exclusion information).

THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION

All data we process is in accordance with the rules as laid down in statute, including the Data Protection Act 2018, the Education Act 1996, the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 and Children Act 2014.

We use personal data about students and parents/carers to ensure that we fulfil our legal obligation to offer educational opportunities to our students, and are able to look after the needs and requirements of everyone in our learning community. We use personal data about our staff to ensure that we can support them in offering teaching and learning and in their personal development.

Where we rely on consent to process personal data about individuals in our school, we ensure that we obtain that consent freely and in a positive manner. Anyone whose personal data is processed on the basis of consent can withdraw that consent easily and quickly. See "Requesting access to personal data & individual rights" listed later in this notice".

Please note that the main reasons for our processing of personal information is due to

1. We need to, to comply with the law.
2. We need to, to carry out a task in the public interest.
3. We need to, protect someone's interests.
4. To communicate with you/parents/carers.

A comprehensive list of data processing is kept in the school's *Record of Processing Activities*. Within this register we will record the lawful reason for each instance of personal data being processed along with special categories for sensitive information. Where there is limited statutory instrumentation the legal basis for processing special category of data will be GDPR Article 9(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

If you would like to discuss this in greater detail please contact the school's Data Protection Administrator, details at the end of this form.

WHO WILL SEE YOUR PERSONAL DATA

We will only share your information with people who have a legal or operational reason to see it. For students, this could include anyone directly involved in planning, providing or supporting educational opportunities. For parents/carers, this could include anyone who needs to be involved in conversations about your child's progress at our school.

The school will share data with the Local Authority but only in instances where there is a legal basis for this processing.

All staff personnel files are held securely by the Federation Business Manager and are only available to the Senior Leadership Team.

Personal data about Governors is held by the Clerk to the Governors. It is only available to the Clerk and those involved in the administration to Governors, and is kept in order to ensure that RAP, complies with our legal obligations regarding Governance.

It is necessary in some circumstances, sometimes by the law, that personal information is processed, or used, by a third party to the school. These third parties are:

Supplier Name	Personal or Personal Sensitive
Arbor MIS	PS
Bluesky Education	P
CPOMs	PS
Dataplan (Payroll and HR)	P
DfE	PS
Egress	
Every Education – Compliance	PS
Go 4 Schools	PS
LGFL	PS
London Borough of Redbridge	PS
Mayflower Online Disclosures (DBS Checks)	PS
Medigold Health	PS
NHS	PS
Public Health England	PS
Renaissance (Accelerated Reader)	P
Schools Advisory Service (Staff Insurance)	PS
Sign In App	P
Star Reader	PS
TES Global Ltd (Provision Map and Educare)	P
Wonde	P

PHOTOGRAPHS AND BIOMETRIC DATA

Our school operates a system of permission for use of photographs inside and outside of the school building, on publicity materials and on the school website.

At present, we do not use biometric data at RAP.

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) please see the following web link: - <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

THE NATIONAL STUDENT DATABASE (NPD)

The NPD is owned and managed by the Department for Education (DfE) and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for

statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required to pass information about our students to the DfE under Regulation 5 and Schedule 1 of [The Education \(Information About Individual Students\) \(England\) Regulations 2013](#) as part of statutory data collections such as the school census and [early years' census](#). Some of this information is then stored in the NPD.

This information will, in turn, then be made available for use by the Local Authority who, under strict information sharing protocols and policies, may also be required to share this information with other public sector partners such as other Local Authorities or local Children Centre.

To find out more about the National Student Database please see the following web link: - <http://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>

The DfE may share information about our students from the National Student Database with third parties who promote the education or well-being of children in England by: -

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The Department has robust processes in place to ensure the confidentiality of data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data.
- The purpose for which it is required.
- The level and sensitivity of data requested.
- The arrangements in place to store and handle the data.

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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>

If you have questions, contact the DfE through their website:

<https://www.gov.uk/contact-dfe>

YOUTH SUPPORT SERVICES

In a secondary school, once a pupil is aged 13 or over we are required by Section 507B of [the Education Act 1996](#) (as amended by [Part 1 of The Education and Inspections Act 2006](#)) to pass on pupil information to providers of youth support services in the area.

For RAP, this is the [London Borough of Redbridge's support service](#) for young people aged 13 to 19, who have responsibilities in relation to their education or training. This enables them to provide support services and careers advice.

We may also share personal information of pupils aged 16 or over with post-16 education and training providers to in order to secure appropriate support on entry to post-16 provision.

INFORMATION THAT MAY BE SHARED WITH OTHER SCHOOLS AND COLLEGES

Some of the information we collect from you during Year 10 and 11 and as part of the Intended Destination, September Guarantee and Annual Activity processes may also be shared with post-16 providers who deliver in this local area. These providers could offer students a progression route and support their transition into post-16 education, training or employment with training.

To support their transition to post-16 education and to support planning for future learners we, or the Local Authority may also need to share further information about them directly with post-16 providers after they have enrolled. This includes:

- Whether the student is NEET and may need support finding an education/training/employment opportunity
- Their activity after leaving a FE College after Year 12 or 13
- Their attendance record at school
- Whether they have been excluded from school
- If they have any special educational needs
- Whether they are looked after/or a care leaver
- Whether they are a carer
- Whether English is an additional language for the student
- Whether they are a traveller
- Whether they receive free school meals, and
- Whether they are currently supervised by the Youth Offending Team.

Whilst it may limit the range or level of services offered, a parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Anyone wishing to only share limited statutory information should contact our Data Protection Officer. Contact details are at the bottom of the notice

CHANGING SCHOOLS

As per [The Education \(Student Information\) \(England\) Regulations 2005](#), we are required to pass student information on to schools that the student goes on to attend after leaving us. We do this via the DfE's '[School to School](#)' (S2S) [secure data transfer website](#). This also acts as a temporary information depository where a

student has left us and the destination is not known to us. Any paper-based data is also passed on to the new school.

THE NHS

Information will only be passed to the NHS where we have a legal / statutory obligation to do so or where it is fully anonymous and cannot identify individuals, to the extent of no longer being personal data. Where the NHS otherwise require personal data for the provision of a service or research, parental/carer and / or student consent will always be sought on a case-by-case basis.

CCTV

Our school uses CCTV cameras for the purposes of monitoring our premises. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

REQUESTING ACCESS TO PERSONAL DATA & INDIVIDUAL RIGHTS

The Data Protection Act 2018 allow parents and students the right to access the information that we hold about them. Additionally, the Education Act 1996 allows parent's the right to access most of their child's educational records. To make a request for information; please use the contact details that can be found at the end of this notice.

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.
- 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.

CONTACT

If you would like to discuss anything in this privacy notice or make a request for information, please contact:

Ros Dennison, Federation Business Manager at RAP

Please note our Statutory Data Protection Officer details are below:

Data Protection Officer

London Borough of Redbridge

Lynton House, 255-259 High Road, Ilford, IG1 1NY

dataprotection.schools@redbridge.gov.uk

Alternatively, should we not be able to provide a satisfactory answer to your request in the first instance, you may wish to contact the Information Commissioner's Office (ICO) directly using the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
www.ico.org.uk/concerns/

Please click on the links below:

[Information requested and gathered by Department Of Education detailing nationality, country of birth and proficiency in English](#)