



The Stonebridge School

Privacy Notice for Parents and Carers

September 2026

'Learning for Life'

The Stonebridge School

Shakespeare Avenue, London NW10 8NG

Telephone: 020 8965 6965

Email: admin@stonebridge.brent.sch.uk

Data controller: The Stonebridge School

Data Protection Officer: Veren Vaja – admin@stonebridge.brent.sch.uk

Who this notice is for: use of your child's personal data

1. Introduction

This notice explains how we collect, store and use personal data about pupils. Children have their own data protection rights. Whether a parent or carer can exercise those rights on a child's behalf depends on the child's understanding and the circumstances, which we consider case by case.

2. The personal data we hold

- name, address, contact details, date of birth and pupil identifiers
- assessment results, learning and curricular records
- attendance, absence, behaviour, suspensions and exclusions where relevant
- safeguarding and pastoral information
- SEND information and details of support or provision
- health and medical information
- characteristics such as ethnicity where required for statutory purposes
- photographs and CCTV images
- information about use of school computers, devices and online services

3. Why we use this data

- support teaching, learning and assessment
- monitor and report on progress and attendance
- provide pastoral care, SEND support and safeguarding
- protect pupil welfare
- manage admissions and school administration
- meet statutory reporting and data-sharing duties
- keep school computers, devices and networks safe

3.1 Filtering and monitoring

Where your child use school information and communication systems, equipment or facilities, we may filter and monitor use to meet safeguarding, cyber security, health and safety and other legal obligations; to enforce school policies; and to protect our networks and devices. This also supports pupil welfare and safeguarding.

3.2 Automated decision-making and profiling

We do not currently make significant decisions about individuals solely by automated means. If this changes, we will update this notice and explain the relevant rights.

4. Our lawful basis for using this data

We only use personal data where UK data protection law allows us to do so. Depending on the purpose, our lawful bases may include:

- legal obligation – where we need to comply with the law
- public task – where processing is necessary for us to carry out our official functions as a maintained school
- consent – where we have asked for and received clear consent
- vital interests – where processing is necessary to protect someone's life

Where we use special category data, we also identify an additional condition under UK data protection law. This may include substantial public interest, employment and social protection law, health or social care, vital interests, legal claims or explicit consent, as appropriate. Criminal offence data is only processed where a lawful basis and an appropriate legal condition apply.

5. Collecting this data

Most information comes from you and your child. We may also receive information from previous schools, Brent Council, the Department for Education, health and social care services, police, courts and other professionals where lawful.

6. How we store this data

We keep personal information about your child only for as long as it is needed for the purpose for which it was collected, or for as long as we are required to keep it by law. Retention periods are set out in the school's records retention arrangements.

We use appropriate organisational and technical security measures to protect personal information from accidental loss, unauthorised access, alteration or disclosure. When information is no longer required, it is securely deleted or destroyed.

7. Who we share data with

We do not share personal information without a lawful reason. Where required or permitted by law, or where necessary to provide school services, we may share information with:

- schools your child attends after leaving us
- Brent Council
- the Department for Education
- health, social care, SEND and safeguarding professionals
- providers that supply school systems and services, including IT, filtering and monitoring
- Ofsted and other regulators
- police, courts or tribunals where required or permitted by law

7.1 Sharing data with the Department for Education

As a maintained school, we are required to provide information to the Department for Education (DfE), directly or through Brent Council, through statutory data collections such as the school census. The information shared depends on the collection and may include identifiers, characteristics, attendance, exclusions, special educational needs and assessment information.

DfE uses this information for purposes including funding, monitoring education policy and accountability, and research. Some pupil information is stored in the National Pupil Database.

7.2 International transfers

Some suppliers may store or process personal data outside the UK. Where this happens, we ensure that the transfer is made in accordance with UK data protection law and that an appropriate safeguard or UK adequacy regulation applies.

8. Your rights

Children have the same data protection rights as adults. Whether a parent or carer may exercise a child's rights on their behalf depends on the child's understanding and the circumstances. We consider this on a case-by-case basis.

- the right to be informed about how we use personal data
- the right of access to personal data we hold
- the right to have inaccurate or incomplete data corrected
- in certain circumstances, the right to erasure or restriction of processing
- in certain circumstances, the right to object to processing
- the right to withdraw consent where consent is the lawful basis
- rights relating to automated decision-making and profiling, where applicable
- the right to complain to the Information Commissioner's Office (ICO)

8.1 Access to a pupil's educational record

As a maintained school, parents and those with parental responsibility also have a statutory right to access their child's educational record, subject to the legal exceptions that apply. Requests should be made to the school using the contact details below.

To exercise a data protection right, contact Veren Vaja, Data Protection Officer, at admin@stonebridge.brent.sch.uk or write to The Stonebridge School, Shakespeare Avenue, London NW10 8NG.

9. Complaints

If you have a concern about how we use personal information, please contact our Data Protection Officer, Veren Vaja, at admin@stonebridge.brent.sch.uk. We will acknowledge a data protection complaint within 30 days and will respond without undue delay.

You also have the right to complain to the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113 or at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

10. Contact us

For questions about this privacy notice or the way we use personal data, contact Veren Vaja, Data Protection Officer, via admin@stonebridge.brent.sch.uk, 020 8965 6965, or by writing to The Stonebridge School, Shakespeare Avenue, London NW10 8NG.

This notice is reviewed at least annually and whenever there is a significant change to the way we process personal data.