



Golden Hill Short Stay School

Privacy Notice- General Data Protection Regulation

This Privacy Notice is for Parents and Carers of Pupils who access Golden Hill's Inclusion Support Teams Service (GHIST)

The GHIST team: Golden Hill (short stay) School's Inclusion Support Team are commissioned by mainstream schools to provide services to support pupils with social, emotional and mental health needs.

Prior to the involvement of the GHIST team, mainstream school will explain to the parents/carers what the purpose and role of the GHIST team will be in supporting their child and gain consent of parents/carers to work with their child.

The categories of pupil information that we will collect, hold and share include:

- Personal information (such as name, unique pupil reference number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Parents/carers contact information such as address, mobile numbers, telephone numbers, email addresses)
- Attendance information (such as sessions attended, number of absences and reasons)
- Assessment information (such as results of statutory tests in year 2 and year 6 and on-going teacher assessment)
- Relevant medical information given to us by school, parents or other third parties such as NHS Trusts, GP's and allied medical professionals (such as physiotherapists, sight and hearing-impaired professionals and CAMHS)
- Special Educational Needs and Disability information.
- Behaviour and suspension information - both internal and external.
- Preferred characteristics such as being vegetarian; faith preference.
- Family names and emergency contact details.

The GHIST teams uses the information provided by mainstream school to:

- Support the pupils' learning and develop their self-regulation skills.
- Monitor and report on the pupils' response to the strategies implemented.
- Assess the quality of our services.
- Comply with the law regarding data sharing.

- Safeguard pupils.

Storing Pupil Data

We hold pupil data in line with the guidance set out in the Retention Schedule contained within the IRMS Toolkit for Schools. A copy of the Retention Schedule is available on request.

Who we share information with

We will routinely share pupil information with the pupil's parents/carers, mainstream school and on occasions with parents/carer consent: -

- Our Local Authority
- The Department for Education (DfE)
- NHS/School Nurse
- Children's Social Care
- Child Action Northwest
- Educational Psychologists, Lancashire or privately commissioned Psychologists
- Children and Family Welling Service
- Specialist Dyslexia Teachers/Relax Kids Practitioners/Counsellors and Educational Consultants
- Lancashire Child, Adolescent Mental Health Service (CAMHS)
- Lancashire Care NHS Trust

Why we share pupil information

We do not share information about our pupils with anyone without parents/carers consent unless the allows us to do so.

We are required to share information about our pupils with our Local Authority (LA) and The Department for Education (DfE) under section 3 of The Education Information About Individual Pupils England Regulations 2013.

Further Information

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

Sarah Barrett- Data Protection Officer on behalf of The Management Committee

Joanne Johnson (Bursar)

Telephone: 01772 904780

Email: ghist@goldenhill.lancs.sch.uk/ bursar@goldenhill.lancs.sch.uk

Approved by: The Management Committee

Date: September 2024.

Next Review due: March 2026.

