



*Working together,
to be the very best
that we can be*

Privacy Policy

Policy Consultation & Review

This policy will be reviewed in full by the Governing Body on a three yearly basis.

Privacy Policy

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1 Introduction

John Grant School is committed to protecting the privacy and security of your personal information. We take care to protect the privacy of our pupils and families as well as our staff, governors and other users of our services.

We have therefore developed this privacy policy to inform you of the data we collect, what we do with your information, what we do to keep it secure as well as the rights and choices you have over your personal information.

Throughout the document, we refer to Data Protection Legislation, which means the Data Protection Act 2018, which incorporates the General Data Protection Regulation (GDPR), the Privacy and Electronic Communications (EC Directive) Regulations 2003 and any legislation implemented in connection with the General Data Protection Regulation, which is the governing legislation that regulates data protection across the EEA. This includes any replacement legislation coming into effect from time to time.

2 The information we collect and when

We only collect information that we know we will genuinely use and in accordance with the Data Protection Legislation. The type of information that we will collect on you, and you voluntarily provide to us as part of the service we provide that includes:

- Parents: Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this;
- Visitors: As a visitor, the information that you provide to us is voluntary. However, we may restrict access to the school if the information is not provided;
- Governors: whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

- **Volunteers:** As a volunteer the information that you provide to us is voluntary. However, we may restrict access to the school if the information is not provided

We may, in further dealings with you, extend this information to include your address, services used, and records of conversations, agreements, and payment transactions.

- You are under no statutory or contractual requirement or obligation to provide us with your personal information; however, we require at least the information above in order for us to deal with you as a service user in an efficient and effective manner.
- Some photographs and videos are used only after gaining explicit consent;
- Where medical data is being processed, this is processed under a legal obligation (Children and Families Act 2014 which includes a duty on schools to support Children with medical conditions);
- Safeguarding data is processed under the legal obligation of The Education Act 2002. Sections 21 and 175 detail how governing bodies of schools must promote

The wellbeing of pupils and take a view to the safeguarding of children at the school.

- We collect and process pupil information under Article 6 of the General Data Protection Regulation (GDPR) to perform our official function (public task).
- We collect and process pupil information classed as Special Category data, e.g., Race, ethnicity etc. under Article 9 of the General Data Protection Regulation

(GDPR) to carry out tasks in the public interest. Children and Families Act 2014 includes a duty on schools to support children

With medical conditions;

- e The Equality Act 2010 (England, Scotland and Wales) requires us to make Reasonable adjustment to ensure that children with a disability is not put at a substantial disadvantage compared with their peers; The Education Act 2002, Sections 21 and 175 detail how governing bodies of

schools must promote the wellbeing of pupils and take a view to the Safeguarding of children at the school;

- Section 3 of the Children Act 1989 places a duty on a person with the care of a child to do all that is reasonable in the circumstances for the purposes of safeguarding the child; Education Act 1996, relating to attendance at school.

3 How we use your information

- Parental information is processed in the public interest where it is related to their child's education. We may have a legal obligation to process data in certain processing activities and in some circumstances, we will rely on consent as the lawful basis;
- Visitor information is processed as a task in the public interest where it relates to school operations and under a legal obligation where it relates to health and safety. We may have a legal obligation to process data in certain processing activities and in some circumstances, we will rely on consent as the lawful basis;
- Governor information is processed as a task in the public interest where it relates to school operations and a legal obligation where it relates to health & safety. We may have a legal obligation to process data in certain processing activities and in some circumstances, we will rely on consent as the lawful basis;
- Volunteer information is processed as a task in the public interest where it relates to school operations and under a legal obligation where it relates to health and safety. We may have a legal obligation to process data in certain processing activities and in some circumstances, we will rely on consent as the lawful basis.
- Third party contractor's information is processed as a task in the public interest where it relates to school operations and under a legal obligation where it relates to health and safety. We may have a legal obligation to process data in certain processing activities and in some circumstances, we will rely on consent as the lawful basis.

For a list of third-party contractors please follow this link [here](#)

4 Who we might share your information with?

We routinely share this information with:

- i. Staff: We may share your information with 3rd parties such as Payroll and HR services that fall in line with the running of the school.
- ii. Parents: we may share your information with members of staff, other agencies and with third-party processors who provide services to the school
- iii. Visitors: we may share your information with members of staff, other agencies and with third-party processors who provide services to the school
- iv. Governors: we will publish the names, business interests, financial interests and governance roles of governors in other schools on the school website. We may share your information with members of staff, other agencies and with third-party processors who provide services to the school;
- v. Volunteers: we may share your information with members of staff, other agencies and with third-party processors who provide services to the school;
- vi. Third party contractors: we may share your information with members of staff, other agencies and with third-party processors who provide services to the school; Third parties as listed on our website
www.johngrant.norfolk.sch.uk

5 Your rights over your information

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, contact the data protection officer whose contact details are at the top 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 and;
- Claim compensation for damages caused by a breach of the Data Protection regulations.

The Information Commissioner's Office (ICO) regulates data protection and privacy matters in the UK. They make a lot of information accessible to consumers on their website and they ensure that the registered details of all data controllers such as ourselves are available publicly. You can access them [here](#)

You can make a complaint to the ICO at any time about the way we use your information.

However, we hope that you would consider raising any issue or complaint you have with us first.

Your satisfaction is extremely important to us, and we will always do our very best to solve any problems you may have.

6. How long we keep your information for

We hold pupil data for 25 years from the pupil's date of birth.

We retain other personal information in accordance with our retention schedule and will always retain your information in accordance with the Data Protection Legislation and never retain your information for longer than is necessary.

7 Security

Data security is of great importance to John Grant School and to protect your data we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your collected data.

We take security measures to protect your information including:

- Limiting access to our buildings to those that we believe are entitled to be there (by use of passes, key card access and other related technologies);
- Implementing access controls to our information technology
- We use appropriate procedures and technical security measures (including encryption, anonymization and archiving techniques) to safeguard your information across all our computer systems, networks, websites, and offices.
- Never asking you for your passwords

8 How to contact us

If you would like to exercise one of your rights as set out above, or you have a question or a complaint about this policy, the way your personal information is processed, please contact us by one of the following means:

By email:

Office@Johngrant.Norfolk.sch.uk

By post:

John Grant School
St Georges Drive
Caister on Sea
Great Yarmouth
Norfolk
NR30 5qw

Thank you for taking the time to read our Privacy Policy.