



## Privacy Notices

Applicable to:	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Resources Committee	

### Status:

Statutory policy or document	Yes
Review frequency	Governing Body to determine
Approval by	Governing Body to determine

### Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

### Review:

Frequency	Next Review Due
Annually	September 2021 (earlier if new guidance or legislation issued)

**Version Control:**

<b>Author</b>	<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
Data and Curriculum Services Manager (AD)	18 May 2018	0.1	Initial draft based on The Key for School Leaders GDPR-compliant model
<b>Changed by</b>	<b>Revision Date</b>		
Business Manager (BW)	23 May 2018	1.0	Final approved version for publication
Business Manager (BW)	6 September 2019	1.1	DPO information updated; awaiting outcome of policy review by new DPO
Business Manager (BW)	7 November 2019	1.2	Privacy notices added for governors/volunteers and job applicants
Business Manager (BW)	15 November 2019	2.0	Final approved version for publication
Business Manager (BW)	26 August 2020	2.1	Annual review by DPO (DH); privacy notices added for parents and visitors; minor clarifications and changes to formatting throughout
Business Manager (BW)	15 September 2020	3.0	Final approved version for publication

# Privacy notice for parents/carers about a child's data

## 1 Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.
- 1.2 This privacy notice explains how we collect, store and use personal data about pupils at our schools.
- 1.3 We, Seaton Valley Federation (Astley Community High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Elsdon Avenue, Seaton Delaval, Northumberland, NE25 0BP, are the 'data controller' for the purposes of data protection law.
- 1.4 Our data protection officer is Mr Darren Hobson (see 'Contact us' below).

## 2 The personal data we hold

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about your child includes, but is not restricted to:
  - contact details, contact preferences, date of birth, identification documents
  - results of internal assessments and externally set tests
  - pupil and curricular records
  - exclusion information
  - attendance information
  - safeguarding information
  - details of any support received, including care packages, plans and support providers
- 2.2 We may also collect, use, store and share (when appropriate) information about your child that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to, information about:
  - any medical conditions we need to be aware of, including physical and mental health
  - photographs and CCTV images captured in school
  - characteristics, such as ethnic background or special educational needs
- 2.3 We may also hold data about your child that we have received from other organisations, including other schools and social services.

## 3 Why we use this data

- 3.1 We use the data listed above to:
  - support pupil learning
  - monitor and report on pupil progress
  - provide appropriate pastoral care
  - protect pupil welfare
  - assess the quality of our services

- administer admissions waiting lists
- carry out research
- share and promote learning of children within school
- comply with the law regarding data sharing

#### **4 Use of your child’s personal data for marketing purposes**

- 4.1 Where you have given us consent to do so, we may send your child marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to them.
- 4.2 You can withdraw consent or ‘opt out’ of receiving these emails and/or texts at any time by clicking on the ‘Unsubscribe’ link at the bottom of any such communication, or by contacting us (see ‘Contact us’ below).

#### **5 Use of your child’s personal data in automated decision making and profiling**

- 5.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

#### **6 Our lawful bases for using this data**

- 6.1 Our lawful bases for processing your child’s personal data for the purposes listed in section 2 above are in accordance with:
- the ‘public task’ basis - we need to process data to fulfil our statutory functions as a school
  - the ‘legal obligation’ basis - we need to process data to meet our responsibilities under law
  - the ‘consent’ basis - we will obtain consent from you to use your child’s personal data in relation to photographs and images of your child
  - the ‘vital interests’ basis - we will use this personal data in a life-or-death situation
- 6.2 Where you have provided us with consent to use your child’s data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

#### **7 Our basis for using ‘special category’ data**

- 7.1 For ‘special category’ data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:
- We have obtained your explicit consent to use your child’s personal data in a certain way
  - We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
  - We need to protect an individual’s vital interests (i.e. protect your child’s life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
  - The data concerned has already been made manifestly public by you
  - We need to process it for the establishment, exercise or defence of legal claims

- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

7.2 For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## 8 Collecting this data

8.1 While the majority of information we collect about your child is mandatory, there is some information that can be provided voluntarily.

8.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

8.3 Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- local authorities
- government departments or agencies
- police forces, courts and tribunals

## 9 How we store this data

9.1 We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary. The federation's Record Keeping and Retention Policy sets out how long we keep information about visitors.

9.2 We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

9.3 We will dispose of your personal data securely when we no longer need it.

## 10 Who we share data with

10.1 We do not share information about your child with any third party without consent unless the law and our policies allow us to do so.

10.2 Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about your child with:

- our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- government departments or agencies
- our regulator, Ofsted
- suppliers and service providers
- financial organisations
- our auditors
- survey and research organisations
- health authorities
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts and tribunals

## 11 National Pupil Database

11.1 We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

11.2 Some of this information is then stored in the [National Pupil Database](#), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

11.3 The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

11.4 The Department for Education may share information from the database with third parties, such as other organisations which promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.

11.5 For more information, see the Department for Education's website regarding [how it collects and shares research data](#).

11.6 You can also [contact the Department for Education](#) with any further questions about the NPD.

## 12 Transferring data internationally

12.1 We may share personal information about your child with international third parties outside of the European Economic Area, where different data protection legislation applies.

12.2 Where we transfer your child's personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

12.3 In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 13 Your rights

### How to access personal information that we hold about your child

13.1 You have a right to make a 'subject access request' to gain access to personal information that we hold about your child.

13.2 If you make a subject access request, and if we do hold information about your child, we will (subject to any exemptions that apply):

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

13.3 You may also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances.

13.4 If you would like to make a request, please contact us (see 'Contact us' below).

### Your other rights regarding your child's data

13.5 Under data protection law, you have certain rights regarding how your child's personal data is used and kept safe. For example, you have the right to:

- object to our use of your child's personal data
- prevent your child's data being used to send direct marketing
- object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected
- in certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- in certain circumstances, be notified of a data breach
- make a complaint to the Information Commissioner's Office
- claim compensation for damages caused by a breach of the data protection regulations

13.6 To exercise any of these rights, please contact us (see 'Contact us' below).

## 14 Complaints

14.1 We take any complaints about our collection and use of personal information very seriously.

14.2 If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

14.3 Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 15 Contact us

15.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Mr Darren Hobson (Data Protection Officer), Seaton Valley Federation, Elsdon Avenue, Seaton Delaval NE25 0BP; telephone 0191 2371505; or email [dpo@svf.org.uk](mailto:dpo@svf.org.uk).



# Privacy notice for parents/carers

## 1 Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.
- 1.2 This privacy notice explains how we collect, store and use personal data about parents/carers of pupils at our schools.
- 1.3 We, Seaton Valley Federation (Astley Community High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Elsdon Avenue, Seaton Delaval, Northumberland, NE25 0BP, are the 'data controller' for the purposes of data protection law.
- 1.4 Our data protection officer is Mr Darren Hobson (see 'Contact us' below).

## 2 The personal data we hold

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - contact details and contact preferences (such as your name, address, email address and telephone numbers)
  - bank details
  - details of your family circumstances
  - details of any safeguarding information including court orders or professional involvement
  - records of your correspondence and contact with us
  - details of any complaints you have made
- 2.2 We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to, information about:
  - any health conditions you have that we need to be aware of
  - photographs and images captured in school
- 2.3 We may also hold data about you that we have received from other organisations, including other schools and social services.

## 3 Why we use this data

- 3.1 We use the data listed above to:
  - report to you on your child's attainment and progress
  - keep you informed about the running of the school (such as emergency closures) and events
  - process payments for school services and clubs
  - provide appropriate pastoral care
  - protect pupil welfare
  - assess the quality of our services

- carry out research
- comply with our legal and statutory obligations

#### **4 Use of your personal data for marketing purposes**

- 4.1 Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.
- 4.2 You can withdraw consent or ‘opt out’ of receiving these emails and/or texts at any time by clicking on the ‘Unsubscribe’ link at the bottom of any such communication, or by contacting us (see ‘Contact us’ below).

#### **5 Use of your personal data in automated decision making and profiling**

- 5.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

#### **6 Our lawful bases for using this data**

- 6.1 Our lawful bases for processing your personal data for the purposes listed in section 2 above are in accordance with:
- the ‘public task’ basis - we need to process data to fulfil our statutory functions as a school
  - the ‘legal obligation’ basis - we need to process data to meet our responsibilities under law
  - the ‘consent’ basis - we will obtain consent from you to use your personal data if using your contact details for marketing or promotion purposes and any online payment systems
  - the ‘vital interests’ basis - we will use this personal data in a life-or-death situation
- 6.2 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

#### **7 Our basis for using ‘special category’ data**

- 7.1 For ‘special category’ data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:
- We have obtained your explicit consent to use your personal data in a certain way
  - We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
  - We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
  - The data concerned has already been made manifestly public by you
  - We need to process it for the establishment, exercise or defence of legal claims
  - We need to process it for reasons of substantial public interest as defined in legislation

- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
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- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
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## 8 Collecting this data

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8.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

8.3 Most of the data we hold about you will come from you, but we may also hold data about your child from:

- local authorities
- government departments or agencies
- your children
- police forces, courts and tribunals

## 9 How we store this data

9.1 We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary. The federation's Record Keeping and Retention Policy sets out how long we keep information about visitors.

9.2 We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

9.3 We will dispose of your personal data securely when we no longer need it.

## 10 Who we share data with

10.1 We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

10.2 Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- government departments or agencies
- our regulator, Ofsted
- suppliers and service providers
- financial organisations
- our auditors
- survey and research organisations
- health authorities
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts and tribunals

## 11 Transferring data internationally

11.1 We may share personal information about you with international third parties outside of the European Economic Area, where different data protection legislation applies.

11.2 Where we transfer your personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

11.3 In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 12 Your rights

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12.1 You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

12.2 If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that apply):

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

12.3 You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

12.4 If you would like to make a request, please contact us (see 'Contact us' below).

#### Your other rights regarding your data

12.5 Under data protection law, you have certain rights regarding how your child's personal data is used and kept safe. For example, you have the right to:

- object to our use of your personal data
- prevent your data being used to send direct marketing
- object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected
- in certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- in certain circumstances, be notified of a data breach
- make a complaint to the Information Commissioner's Office
- claim compensation for damages caused by a breach of the data protection regulations

12.6 To exercise any of these rights, please contact us (see 'Contact us' below).

### **13 Complaints**

13.1 We take any complaints about our collection and use of personal information very seriously.

13.2 If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

13.3 Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **14 Contact us**

14.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Mr Darren Hobson (Data Protection Officer), Seaton Valley Federation, Elsdon Avenue, Seaton Delaval NE25 0BP; telephone 0191 2371505; or email [dpo@svf.org.uk](mailto:dpo@svf.org.uk).

# Privacy notice for pupils

## 1 Introduction

- 1.1 You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.
- 1.2 This privacy notice explains how we collect, store and use personal data about you.
- 1.3 We, Seaton Valley Federation (Astley Community High School, Seaton Sluice Middle School and Whytrig Middle School), are the 'data controller' for the purposes of data protection law.
- 1.4 Our data protection officer is Mr Darren Hobson (see 'Contact us' below).

## 2 The personal data we hold

- 2.1 We hold some personal information about you to make sure we can help you learn and look after you at school.
- 2.2 For the same reasons, we get information about you from some other places too - like other schools, the local council and the government.
- 2.3 Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - your contact details
  - your test results
  - your attendance records
  - details of any behaviour issues or exclusions
- 2.4 We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:
  - information about your characteristics, like your ethnic background or any special educational needs
  - information about any medical conditions you have
  - photographs and CCTV images

## 3 Why we use this data

- 3.1 We use this data to help run the school, including to:
  - get in touch with you and your parents when we need to
  - check how you're doing in exams and work out whether you or your teachers need any extra help
  - track how well the school as a whole is performing
  - look after your wellbeing
  - publicise, inform and promote activity and learning in school

## **4 Use of your personal data for marketing purposes**

- 4.1 Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.
- 4.2 You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

## **5 Use of your personal data in automated decision making and profiling**

- 5.1 We don't currently put your personal information through any automated decision making or profiling process. This means we don't make decisions about you using only computers without any human involvement.
- 5.2 If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

## **6 Our lawful bases for using this data**

- 6.1 We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this.
- 6.2 Our lawful bases for processing your personal information for the reasons listed in section 2 above are in accordance with:
  - the 'public task' basis - we need to process data to fulfil our official duties as a school
  - the 'consent' basis - we will obtain consent from you to use your personal data
  - the 'vital interests' basis - we will use this personal data in a life-or-death situation
- 6.3 Where you've provided us with consent to use your information, you may take back this consent at any time. We'll make this clear when requesting your consent, and explain how you'd go about withdrawing consent if you want to.

## **7 Our basis for using 'special category' data**

- 7.1 For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:
  - We have obtained your explicit consent to use your information in a certain way
  - We need to use your information under employment, social security or social protection law
  - We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
  - The information has already been made obviously public by you
  - We need to use it to make or defend against legal claims
  - We need to use it for reasons of substantial public interest as defined in legislation
  - We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law

- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

7.2 For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

## **8 Collecting this data**

8.1 While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily.

8.2 Whenever we want to collect information from you, we will make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that), or if you have a choice.

8.3 Most of the data we hold about you will come from you, but we may also hold data about you from:

- local councils
- government departments or agencies
- police forces, courts and tribunals
- other schools and educational establishments

## **9 How we store this data**

9.1 We keep personal information about you while you're attending our school. We may also keep it beyond your attendance at our school if this is necessary. The federation's Record Keeping and Retention Policy sets out how long we keep information about pupils.

9.2 We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

9.3 We'll dispose of your personal data securely when we no longer need it.

## **10 Who we share data with**

10.1 We don't share information about you with any third party without your consent unless the law and our policies allow us to do so.

10.2 Where it's legally required or necessary (and it complies with data protection law), we may share personal information about you with:



- our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- government departments or agencies - to meet legal obligations and statutory requirements to share information with them
- our regulator, Ofsted, to meet statutory requirements and monitoring
- health authorities
- health and social welfare organisations
- professional advisers and consultants
- police forces, courts and tribunals

## 11 National Pupil Database

- 11.1 We have to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.
- 11.2 Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.
- 11.3 The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.
- 11.4 The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.
- 11.5 You can find more information about this on the Department for Education's website regarding [how it collects and shares research data](#).
- 11.6 You can also [contact the Department for Education](#) if you have any questions about the database.

## 12 Youth support services

- 12.1 Once you reach the age of 13, we are legally required to pass on certain information about you to Northumberland County Council, as it has legal responsibilities regarding the education or training of 13-19 year-olds.
- 12.2 This information enables it to provide youth support services, post-16 education and training services, and careers advisers.
- 12.3 Your parents/carers, or you once you're 16, can contact our Data Protection Officer to ask us to only pass your name, address and date of birth to Northumberland County Council.

## 13 Transferring data internationally

- 13.1 Where we transfer your personal data to a country or territory outside the European Economic Area, we will follow data protection law.
- 13.2 In cases where we have safeguarding arrangements in place, you can get a copy of these arrangements by contacting us.

## 14 Your rights

### How to access personal information we hold about you

- 14.1 You have a right to make a ‘subject access request’ to gain access to personal information that we hold about you.
- 14.2 If you make a subject access request, and if we do hold information about you, we will (unless there’s a really good reason why we shouldn’t):
- give you a description of it
  - tell you why we are holding and using it, and how long we will keep it for
  - explain where we got it from, if not from you
  - tell you who it has been, or will be, shared with
  - let you know whether any automated decision-making is being applied to the data (decisions made by a computer or machine, rather than by a person), and any consequences of this
  - give you a copy of the information in an understandable form
- 14.3 You may also have the right for your personal information to be shared with another organisation in certain circumstances.
- 14.4 If you would like to make a request, please contact us (see ‘Contact us’ below)

### Your other rights regarding your data

- 14.5 Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:
- say that you don’t want your personal information to be used
  - stop it being used to send you marketing materials
  - say that you don’t want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
  - in some cases, have it corrected if it’s inaccurate
  - in some cases, have it deleted or destroyed, or restrict its use
  - in some cases, be notified of a data breach
  - make a complaint to the Information Commissioner’s Office
  - claim compensation if the data protection rules are broken and this harms you in some way
- 14.6 To exercise any of these rights, please contact us (see ‘Contact us’ below).

## 15 Complaints

- 15.1 We take any complaints about our collection and use of personal information very seriously.
- 15.2 If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know first.
- 15.3 Alternatively, you can make a complaint to the Information Commissioner’s Office:
- Report a concern online at <https://ico.org.uk/make-a-complaint/>

- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **16 Contact us**

16.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Mr Darren Hobson (Data Protection Officer), Seaton Valley Federation, Elsdon Avenue, Seaton Delaval NE25 0BP; telephone 0191 2371505; or email [dpo@svf.org.uk](mailto:dpo@svf.org.uk).

# Privacy notice for staff

## 1 Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.
- 1.2 This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our schools.
- 1.3 We, Seaton Valley Federation (Astley Community High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Elsdon Avenue, Seaton Delaval, Northumberland, NE25 0BP, are the 'data controller' for the purposes of data protection law.
- 1.4 Our data protection officer is Mr Darren Hobson (see 'Contact us' below).

## 2 The personal data we hold

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - contact details
  - date of birth, marital status and gender
  - next of kin and emergency contact numbers
  - salary, annual leave, pension and benefits information
  - bank account details, payroll records, National Insurance number and tax status information
  - recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
  - qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
  - performance information
  - outcomes of any disciplinary and/or grievance procedures
  - absence data
  - a copy of your driving licence
- 2.2 We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to, information about:
  - any health conditions you have that we need to be aware of
  - sickness records
  - photographs and CCTV images captured in school
  - trade union membership
- 2.3 We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

2.4 We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

### **3 Why we use this data**

3.1 We use the data listed above to:

- enable you to be paid
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- support effective performance management
- inform our recruitment and retention policies
- allow better financial modelling and planning
- enable equalities monitoring
- improve the management of workforce data across the sector
- support the work of the School Teachers' Review Body
- allow access to systems such as school catering payments

### **4 Use of your personal data for marketing purposes**

4.1 Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

4.2 You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

### **5 Use of your personal data in automated decision making and profiling**

5.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **6 Our lawful bases for using this data**

6.1 Our lawful bases for processing your personal data for the purposes listed in section 2 above are in accordance with:

- the 'public task' basis - we need to process data to fulfil our statutory function as a school
- the 'contract' basis - we need to process personal data to fulfil a contract with you or to help you enter into a contract with us

6.2 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

### **7 Our basis for using 'special category' data**

7.1 For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

7.2 For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## 8 Collecting this data

8.1 While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

8.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

8.3 Most of the data we hold about you will come from you, but we may also hold data about you from:

- local authorities
- government departments or agencies
- police forces, courts and tribunals

## 9 How we store this data

9.1 We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary. The federation's

Record Keeping and Retention Policy sets out how long we keep information about staff.

9.2 We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

9.3 We will dispose of your personal data securely when we no longer need it.

## 10 Who we share data with

10.1 We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

10.2 Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns
- government departments or agencies
- our regulator, Ofsted
- suppliers and service providers
- financial organisations
- our auditors
- survey and research organisations
- health authorities
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts and tribunals

## 11 Transferring data internationally

11.1 We may share personal information about you with international third parties outside of the European Economic Area, where different data protection legislation applies.

11.2 Where we transfer your personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

11.3 In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 12 Your rights

### How to access personal information we hold about you

12.1 You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

12.2 If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- give you a description of it

- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

12.3 You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

12.4 If you would like to make a request, please contact us (see ‘Contact us’ below).

#### Your other rights regarding your data

12.5 Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- object to our use of your personal data
- prevent your data being used to send direct marketing
- object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected
- in certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- in certain circumstances, be notified of a data breach
- make a complaint to the Information Commissioner’s Office
- claim compensation for damages caused by a breach of the data protection regulations

12.6 To exercise any of these rights, please contact us (see ‘Contact us’ below).

### **13 Complaints**

13.1 We take any complaints about our collection and use of personal information very seriously.

13.2 If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

13.3 Alternatively, you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **14 Contact us**

14.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Mr Darren Hobson (Data Protection Officer), Seaton Valley Federation, Elsdon Avenue, Seaton Delaval NE25 0BP; telephone 0191 2371505; or email [dpo@svf.org.uk](mailto:dpo@svf.org.uk).



# Privacy notice for governors and other volunteers

## 1 Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.
- 1.2 This privacy notice explains how we collect, store and use personal data about individuals working with our schools in a voluntary capacity, including governors.
- 1.3 We, Seaton Valley Federation (Astley Community High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Elsdon Avenue, Seaton Delaval, Northumberland, NE25 0BP, are the 'data controller' for the purposes of data protection law.
- 1.4 Our data protection officer is Mr Darren Hobson (see 'Contact us' below).

## 2 The personal data we hold

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - contact details
  - references
  - evidence of qualifications
  - employment details
  - information about business and pecuniary interests
- 2.2 We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:
  - information about any health conditions you have that we need to be aware of
  - information about disability and access requirements
  - photographs and CCTV images captured in school
- 2.3 We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.
- 2.4 We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

## 3 Why we use this data

- 3.1 We use the data listed above to:
  - establish and maintain effective governance
  - meet statutory obligations for publishing and sharing governors' details
  - facilitate safe recruitment, as part of our safeguarding obligations towards pupils
  - undertake equalities monitoring

- ensure that appropriate access arrangements can be provided for volunteers who require them

#### **4 Use of your personal data for marketing purposes**

- 4.1 Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.
- 4.2 You can withdraw consent or ‘opt out’ of receiving these emails and/or texts at any time by clicking on the ‘Unsubscribe’ link at the bottom of any such communication, or by contacting us (see ‘Contact us’ below).

#### **5 Use of your personal data in automated decision making and profiling**

- 5.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

#### **6 Our lawful basis for using this data**

- 6.1 Our lawful basis for processing your personal data for the purposes listed in section 2 above is in accordance with:
- the ‘public task’ basis - we need to process data to fulfil some of our statutory functions as a school
- 6.2 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

#### **7 Our basis for using ‘special category’ data**

- 7.1 For ‘special category’ data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:
- We have obtained your explicit consent to use your personal data in a certain way
  - We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
  - We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
  - The data concerned has already been made manifestly public by you
  - We need to process it for the establishment, exercise or defence of legal claims
  - We need to process it for reasons of substantial public interest as defined in legislation
  - We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
  - We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law

- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

7.2 For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## **8 Collecting this data**

8.1 While the majority of the information we collect from you is mandatory, there is some information that can be provided voluntarily.

8.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

8.3 Most of the data we hold about you will come from you, but we may also hold data about you from:

- local authorities
- government departments or agencies
- police forces, courts and tribunals

## **9 How we store this data**

9.1 We keep personal information about you while you volunteer at our school. We may also keep it beyond your work at our school if this is necessary. The federation's Record Keeping and Retention Policy sets out how long we keep information about governors and other volunteers.

9.2 We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

9.3 We will dispose of your personal data securely when we no longer need it.

## **10 Who we share data with**

10.1 We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

10.2 Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns
- government departments or agencies
- our regulator, Ofsted
- suppliers and service providers
- our auditors
- health authorities
- security organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals

## 11 Transferring data internationally

11.1 We may share personal information about you with international third parties outside of the European Economic Area, where different data protection legislation applies.

11.2 Where we transfer your personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

11.3 In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 12 Your rights

### How to access the personal information we hold about you

12.1 You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

12.2 If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

12.3 You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

12.4 If you would like to make a request, please contact us (see 'Contact us' below).

### Your other rights regarding your data

12.5 Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- object to our use of your personal data
- prevent your data being used to send direct marketing

- object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected
- in certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- in certain circumstances, be notified of a data breach
- make a complaint to the Information Commissioner's Office
- claim compensation for damages caused by a breach of the data protection regulations

12.6 To exercise any of these rights, please contact us (see 'Contact us' below).

### **13 Complaints**

13.1 We take any complaints about our collection and use of personal information very seriously.

13.2 If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

13.3 Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **14 Contact us**

14.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Mr Darren Hobson (Data Protection Officer), Seaton Valley Federation, Elsdon Avenue, Seaton Delaval NE25 0BP; telephone 0191 2371505; or email [dpo@svf.org.uk](mailto:dpo@svf.org.uk).

# Privacy notice for job applicants

## 1 Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.
- 1.2 This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our schools.
- 1.3 We, Seaton Valley Federation (Astley Community High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Elsdon Avenue, Seaton Delaval, Northumberland, NE25 0BP, are the 'data controller' for the purposes of data protection law.
- 1.4 Our data protection officer is Mr Darren Hobson (see 'Contact us' below).
- 1.5 Successful candidates should refer to our privacy notice for staff for information about how their personal data is collected, stored and used.

## 2 The personal data we hold

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - contact details
  - copies of right to work documentation
  - references
  - evidence of qualifications
  - employment records, including work history, job titles, training records and professional memberships
- 2.2 We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:
  - information about race, ethnicity, religious beliefs, sexual orientation and political opinions
  - information about disability and access requirements
  - photographs and images captured in school
- 2.3 We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.
- 2.4 We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

## 3 Why we use this data

- 3.1 We use the data listed above to:

- enable us to establish relevant experience and qualifications
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- enable equalities monitoring
- ensure that appropriate access arrangements can be provided for candidates that require them

#### **4 Use of your personal data for marketing purposes**

- 4.1 Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.
- 4.2 You can withdraw consent or ‘opt out’ of receiving these emails and/or texts at any time by clicking on the ‘Unsubscribe’ link at the bottom of any such communication, or by contacting us (see ‘Contact us’ below).

#### **5 Use of your personal data in automated decision making and profiling**

- 5.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

#### **6 Our lawful basis for using this data**

- 6.1 Our lawful basis for processing your personal data for the purposes listed in section 2 above is in accordance with:
- the ‘public task’ basis - we need to process data to fulfil some of our statutory functions as a school.
- 6.2 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

#### **7 Our basis for using ‘special category’ data**

- 7.1 For ‘special category’ data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:
- We have obtained your explicit consent to use your personal data in a certain way
  - We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
  - We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
  - The data concerned has already been made manifestly public by you
  - We need to process it for the establishment, exercise or defence of legal claims
  - We need to process it for reasons of substantial public interest as defined in legislation
  - We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law

- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

7.2 For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## 8 Collecting this data

8.1 While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

8.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

8.3 Most of the data we hold about you will come from you, but we may also hold data about you from:

- local authorities
- government departments or agencies
- police forces, courts and tribunals

## 9 How we store this data

9.1 We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. The federation's Record Keeping and Retention Policy sets out how long we keep information about visitors.

9.2 We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

9.3 We will dispose of your personal data securely when we no longer need it.

## 10 Who we share data with

10.1 We do not share information about you with any third party without consent unless the law and our policies allow us to do so.



10.2 Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns
- suppliers and service providers - to enable them to provide the service we have contracted them for, such as HR and recruitment support
- professional advisers and consultants
- employment and recruitment agencies

## 11 Transferring data internationally

11.1 We may share personal information about you with international third parties outside of the European Economic Area, where different data protection legislation applies.

11.2 Where we transfer your personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

11.3 In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 12 Your rights

### How to access personal information that we hold about you

12.1 You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

12.2 If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

12.3 You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

12.4 If you would like to make a request, please contact us (see 'Contact us' below).

### Your other rights regarding your data

12.5 Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- object to our use of your personal data
- prevent your data being used to send direct marketing
- object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected

- in certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- in certain circumstances, be notified of a data breach
- make a complaint to the Information Commissioner's Office
- claim compensation for damages caused by a breach of the data protection regulations

12.6 To exercise any of these rights, please contact us (see 'Contact us' below).

### **13 Complaints**

13.1 We take any complaints about our collection and use of personal information very seriously.

13.2 If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

13.3 Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **14 Contact us**

14.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Mr Darren Hobson (Data Protection Officer), Seaton Valley Federation, Elsdon Avenue, Seaton Delaval NE25 0BP; telephone 0191 2371505; or email [dpo@svf.org.uk](mailto:dpo@svf.org.uk).

# Privacy notice for school visitors

## 1 Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.
- 1.2 This privacy notice explains how we collect, store and use personal data about visitors to our schools.
- 1.3 We, Seaton Valley Federation (Astley Community High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Elsdon Avenue, Seaton Delaval, Northumberland, NE25 0BP, are the 'data controller' for the purposes of data protection law.
- 1.4 Our data protection officer is Mr Darren Hobson (see 'Contact us' below).

## 2 The personal data we hold

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - name
  - contact details
  - information relating to the visit e.g. company or organisation name, arrival and departure time, car number plate
- 2.2 We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:
  - information about any access arrangements that may be required
  - photographs for identification purposes
  - CCTV images captured in school
- 2.3 We may also hold data about you that we have received from other organisations, including other schools and social services.

## 3 Why we use this data

- 3.1 We use the data listed above to:
  - identify you and keep you safe while on the school site
  - keep pupils and staff safe
  - maintain accurate records of visits to the school
  - provide appropriate access arrangements

## 4 Use of your personal data for marketing purposes

- 4.1 Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

4.2 You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

## **5 Use of your personal data in automated decision making and profiling**

5.1 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## **6 Our lawful basis for using this data**

6.1 Our lawful basis for processing your personal data for the purposes listed in section 2 above is in accordance with:

- the 'public task' basis - we need to process data to fulfil our statutory function as a school with regards to legislation around health and safety, Keeping Children Safe in Education, child protection and safeguarding

6.2 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

## **7 Our basis for using 'special category' data**

7.1 For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

7.2 For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## **8 Collecting this data**

- 8.1 While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.
- 8.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.
- 8.3 Most of the data we hold about you will come from you, but we may also hold data about you from:
- local authorities
  - government departments or agencies
  - police forces, courts and tribunals

## **9 How we store this data**

- 9.1 We keep personal information about you while you are visiting our school. We may also keep it beyond your visit with our school if this is necessary. The federation's Record Keeping and Retention Policy sets out how long we keep information about visitors.
- 9.2 We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.
- 9.3 We will dispose of your personal data securely when we no longer need it.

## **10 Who we share data with**

- 10.1 We do not share information about you with any third party without consent unless the law and our policies allow us to do so.
- 10.2 Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:
- our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns
  - government departments or agencies
  - our regulator, Ofsted
  - suppliers and service providers, such as Human Resources
  - our auditors
  - survey and research organisations
  - health authorities
  - security organisations

- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts and tribunals

## 11 Transferring data internationally

- 11.1 We may share personal information about you with international third parties outside of the European Economic Area, where different data protection legislation applies.
- 11.2 Where we transfer your personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.
- 11.3 In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 12 Your rights

### How to access personal information that we hold about you

- 12.1 You have a right to make a ‘subject access request’ to gain access to personal information that we hold about you.
- 12.2 If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):
- give you a description of it
  - tell you why we are holding and processing it, and how long we will keep it for
  - explain where we got it from, if not from you
  - tell you who it has been, or will be, shared with
  - let you know whether any automated decision-making is being applied to the data, and any consequences of this
  - give you a copy of the information in an intelligible form
- 12.3 You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.
- 12.4 If you would like to make a request, please contact us (see ‘Contact us’ below).

### Your other rights regarding your data

- 12.5 Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:
- object to our use of your personal data
  - prevent your data being used to send direct marketing
  - object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
  - in certain circumstances, have inaccurate personal data corrected
  - in certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
  - in certain circumstances, be notified of a data breach
  - make a complaint to the Information Commissioner’s Office

- claim compensation for damages caused by a breach of the data protection regulations

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