Privacy Notices

Applicable to:	✓	Seaton Valley 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	Autumn 2026

Version Control:

Author	Creation Date	Version	Status
Data and Curriculum Services Manager (AD)	18 May 2018	0.1	Initial draft based on The Key for School Leaders GDPR-compliant model
Changed by	**Revision Date**		
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
Business Director (BW)	22 March 2022	3.1	Annual review by Data Protection Officer (DH); no changes
Business Director (BW)	4 April 2022	4.0	Final approved version for publication
Business Director (BW)	23 January 2023	4.1	Annual review by Data Protection Officer (DH); clarification throughout that it is UK data protection law that applies
Business Director (BW)	30 January 2023	5.0	Final approved version for publication
Business Director (BW)	25 October 2023	5.1	Annual review by Data Protection Officer (DH); no changes
Business Director (BW)	6 November 2023	6.0	Final approved version for publication
Business Director (BW)	9 February 2024	6.1	Additional information re: filtering and monitoring in line with Keeping Children Safe in Education 2023, and new privacy notices for pupils and for parents/carers - your child's data
Business Director (BW)	27 August 2024	6.2	Annual review by Data Protection Officer (DH); no changes
Business Director (BW)	17 September 2024	7.0	Final approved version for publication

Data Protection Officer (DH)	17 October 2025	7.1	Annual review in line with The Key for Leaders model policies (December 2024); replaced references to ACHS with SVHS
Business Director (BW)	10 November 2025	8.0	Final approved version for publication

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 notice explains how we collect, store and use personal data about **pupils at our schools**, like you.

1.3 We, Seaton Valley Federation (Seaton Valley High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW, are the 'data controller' for the purposes of UK 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 – such as 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, details about your learning and what you have achieved at school
- curricular records
- safeguarding information
- your attendance records
- details of any behaviour issues or exclusions
- information about how you use school computers and other IT and communications systems

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 special educational needs
- information about any medical conditions you have
- photographs and CCTV images, which includes photographs held on our management information system

3 Why we use this data

3.1 We use the data listed above to:

- get in touch with you and your parents or carers when we need to

- check how you're doing in exams and work out whether you or your teachers need any extra help
- meet our safeguarding requirements
- track how well the school as a whole is performing
- look after your wellbeing
- make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

3.2 We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

3.3 Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of Your Personal Data for Marketing Purposes

3.4 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 you might be interested in.

3.5 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).

Use of Your Personal Data in Automated Decision Making and Profiling

3.6 We don't currently put pupils' personal data through automated decision making or profiling. This means we don't make decisions about you using only computers, without any human involvement. 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.

Use of Your Personal Data for Filtering and Monitoring Purposes

3.7 While you're in school, we may monitor what material you access on our computers and other IT and communication systems. We do this so that we can:

- comply with health and safety law and other laws
- comply with our policies, such as Child Protection and Acceptable Use
- comply with our legal obligations
- keep our network and devices safe from people who aren't allowed to access them, and prevent harmful software from damaging our network
- protect your welfare

4 Our lawful bases for using this data

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

- the 'public task' basis – we need to process data to fulfil our official duties 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 you, other than where these are required to be stored on our management information system
- the ‘vital interests’ basis – we will use this personal data in a life-or-death situation

4.2 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.

Our Basis for Using ‘Special Category’ Data

4.3 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 UK data protection law:

- We have got 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

4.4 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 UK data protection law. Conditions include:

- We have got 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

5 Collecting this data

5.1 While most of the information we collect about you is mandatory, there is some information that you can choose whether or not to give us.

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

5.3 Most of the data we hold about you will come from you or your parents, but we may also hold data about you from:

- local councils
- government departments or agencies, including the Department for Education
- police forces, courts and tribunals
- other schools or trusts

6 How we store this data

6.1 We keep personal information about you while you are attending our schools. We may also keep it after you stop attending our schools if this is necessary. The federation's Record Keeping and Retention Policy sets out how long we keep information about pupils and is available on request.

6.2 We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, changed or disclosed (given or told to someone else).

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

7 Who we share data with

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

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

- our local authority, Northumberland County Council – because we have 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

<u>Sharing Information With the Department for Education</u>

7.3 The Department for Education collects personal data from schools and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education either directly or via our local authority, via various statutory data collections.

7.4 The data shared will be in line with Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

7.5 The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.

7.6 The data we share with the Department for Education is used for a number of purposes, including to:

- inform funding
- monitor education policy and school accountability
- support research

7.7 The information shared with the Department for Education could include:

- your name and address
- unique pupil numbers
- pupil matching reference numbers
- gender or ethnicity
- details of any special educational needs
- details of schools attended
- absence and exclusion information
- information relating to exam results
- information relating to any contact with children's services
- what you did after you finished school

7.8 Please note this list is not exhaustive.

7.9 Once you reach the age of 13, we are legally required to pass on certain information to the local authority or youth services provider, which has responsibilities regarding the education or training of 13 to 19 year olds under section 507B of the Education Act 1996. Once aged 16 or over, you can request that only your name, address and date of birth be passed to these agencies by informing the school.

National Pupil Database

7.10 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.

7.11 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.

7.12 The database is held electronically so it can easily be turned into statistics. The information it holds is securely collected from schools, local authorities, exam boards and others.

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

7.14 You can find more information about this on the Department for Education's website on how it collects and shares personal data.

7.15 You can also contact the Department for Education if you have any questions about the database.

Transferring Data Internationally

7.16 We may share personal information about you with international third parties (organisations, companies etc. that are based outside the UK), where different data protection legislation applies.

7.17 Where we transfer your personal data to a third party country or territory, we will follow UK data protection law.

7.18 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.

8 Your rights

How to Access Personal Information That We Hold About You

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

8.2 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

8.3 You may also have the right for your personal information to be shared with another organisation in certain circumstances.

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

Your Other Rights Regarding Your Data

8.5 Under UK data protection law, you have certain rights regarding how your personal data 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
- withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason

- 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

8.6 We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Your right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

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

9 Complaints

9.1 We take any complaints about how we collect and use personal information very seriously.

9.2 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 let us know first.

9.3 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

10 Contact us

10.1 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, Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW; telephone 0191 2371505; or email dpo@svf.org.uk.

Privacy notice for parents/carers - your child's data

1 Introduction

1.1 Under UK 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 This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights.

1.4 Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), you should instead refer to our Privacy Notice for Pupils to see what rights they have over their own personal data.

1.5 We, Seaton Valley Federation (Seaton Valley High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW, are the 'data controller' for the purposes of UK data protection law.

1.6 Our data protection officer is Mr Darren Hobson (see 'Contact us' below).

2 The personal data we hold

2.1 We hold personal data about pupils at our schools to support teaching and learning, to provide pastoral care and to assess how the school is performing.

2.2 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
- information about your child's use of our information and communications systems, equipment and facilities (e.g. school computers)

2.3 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 and held on our management information system
- characteristics, such as ethnic background or special educational needs

2.4 We may also hold data about your child that we have received from other organisations, including other schools and local authorities.

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
- meet our safeguarding requirements
- share and promote learning of children within school
- comply with the law regarding data sharing
- make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

3.2 We will only use your child's personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your child's personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

3.3 Please note that we may process your child's personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of Your Child's Personal Data for Marketing Purposes

3.4 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.

3.5 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).

Use of Your Child's Personal Data in Automated Decision Making and Profiling

3.6 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.

Use of Your Child's Personal Data for Filtering and Monitoring Purposes

3.7 While your child is in our school, we may monitor their use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- comply with health and safety and other legal obligations

- comply with our policies, such as Child Protection and Acceptable Use, and our legal obligations
- keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network
- protect your child's welfare

4 Our lawful bases for using this data

4.1 Our lawful bases for processing your child's personal data for the purposes listed 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

4.2 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.

Our Basis for Using 'Special Category' Data

4.3 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 UK 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

4.4 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 UK 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

5 Collecting this data

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

5.2 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.

5.3 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, including the Department for Education
- police forces, courts and tribunals
- other schools or trusts

6 How we store this data

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

6.2 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.

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

7 Who we share data with

7.1 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.

7.2 Where it is legally required, or necessary (and it complies with UK 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

Sharing Data with the Department for Education

7.3 The Department for Education collects personal data from schools and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education either directly or via our local authority, via various statutory data collections.

7.4 The data shared will be in line with Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

7.5 The data is transferred securely and held by the Department for Education under a combination of software and hardware controls that meet the current government security policy framework.

7.6 The data we share with the Department for Education is used for a number of purposes, including to:

- inform funding
- monitor education policy and school accountability
- support research

7.7 The information shared with the Department for Education could include:

- your child's name and address
- unique pupil numbers
- pupil matching reference numbers
- gender or ethnicity
- details of any special educational needs
- details of schools attended
- absence and exclusion information
- information relating to exam results
- information relating to any contact with children's services
- what they did after they finished school

7.8 Please note this list is not exhaustive.

7.9 Once your child reaches the age of 13, we are legally required to pass on certain information to the local authority or youth services provider, which has responsibilities regarding the education or training of 13 to 19 year olds under section 507B of the Education Act 1996. Parents/carers, or pupils if aged 16 or over, can request that only their name, address and date of birth be passed to these agencies by informing the federation's Data Protection Officer.

National Pupil Database

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

7.11 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.

7.12 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.

7.13 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.

7.14 For more information, see the Department for Education's website regarding how it collects and shares research data.

7.15 You can also contact the Department for Education with any further questions about the NPD.

Transferring Data Internationally

7.16 We may share personal information about your child with international third parties, where different data protection legislation applies. This includes:

- other schools or educational establishments
- government departments or agencies
- app or cloud server providers

7.17 Where we transfer your child's personal data to a third party country or territory, we will do so in accordance with UK data protection law.

7.18 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.

8 Your rights

How to Access Personal Information That We Hold About Your Child

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

8.2 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

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

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

8.5 Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make a subject access request on their behalf.

Your Right to Access Your Child's Educational Record

8.6 Parents, or those with parental responsibility, also have the right to access their child's educational record (which includes most information about a pupil). This right applies as long as the pupil is aged under 18.

8.7 There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual, or if it would mean releasing exam marks before they are officially announced.

8.8 To make a request, please contact the federation's Business Manager - Data and Curriculum Support.

Your Other Rights Regarding Your Child's Data

8.9 Under UK 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

8.10 We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Your right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

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

8.12 Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we

will need to obtain consent from your child for you to make a subject access request on their behalf.

9 Complaints

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

9.2 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.

9.3 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

10 Contact us

10.1 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, Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW; telephone 0191 2371505; or email dpo@svf.org.uk.

Privacy notice for parents/carers - your data

1 Introduction

1.1 Under UK 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 (Seaton Valley High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW, are the 'data controller' for the purposes of UK 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
- information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

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 CCTV images captured in school, including those captured in our visitor sign-in system

2.3 We may also hold data about you that we have received from other organisations, including other schools and local authorities.

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
- administer admissions waiting lists
- assess the quality of our services
- carry out research
- comply with our legal and statutory obligations
- make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

3.2 We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

3.3 Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Use of Your Personal Data for Marketing Purposes

3.4 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.

3.5 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).

Use of Your Personal Data in Automated Decision Making and Profiling

3.6 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.

Use of Your Personal Data for Filtering and Monitoring Purposes

3.7 While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- comply with health and safety and other legal obligations
- comply with our policies, such as Child Protection and Acceptable Use, and our legal obligations
- keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network
- protect your child's welfare

4 Our lawful bases for using this data

4.1 Our lawful bases for processing your personal data for the purposes listed 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

4.2 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.

Our Basis for Using ‘Special Category’ Data

4.3 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 UK 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

4.4 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 UK 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

5 Collecting this data

5.1 While the majority of information we collect about you is mandatory, there is some

information that can be provided voluntarily.

5.2 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.

5.3 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
- other schools and trusts

6 How we store this data

6.1 We keep personal information about you while your child is attending our schools. We may also keep it beyond their attendance at our schools if this is necessary. The federation's Record Keeping and Retention Policy sets out how long we keep information about parents/carers and is available on request.

6.2 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.

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

7 Who we share data with

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

7.2 Where it is legally required, or necessary (and it complies with UK 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

<u>Transferring Data Internationally</u>

7.3 We may share personal information about you with international third parties, where different data protection legislation applies.

7.4 Where we transfer your personal data to a third party country or territory, we will do so in accordance with UK data protection law.

7.5 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.

8 Your rights

How to Access Personal Information That We Hold About You

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

8.2 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

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

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

Your Other Rights Regarding Your Data

8.5 Under UK 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

8.6 We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests

- Your right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

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

9 Complaints

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

9.2 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.

9.3 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

10 Contact us

10.1 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, Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW; telephone 0191 2371505; or email dpo@svf.org.uk.

Privacy notice for staff

1 Introduction

1.1 Under UK 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 (Seaton Valley High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW, are the 'data controller' for the purposes of UK 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
- information about your use of our information and communications systems, equipment and facilities (e.g. school computers)

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
- information about 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 local authorities, 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
- make sure our information and communications systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

3.2 If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

3.3 We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

3.4 Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Use of Your Personal Data for Marketing Purposes

3.5 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.

3.6 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).

Use of Your Personal Data in Automated Decision Making and Profiling

3.7 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.

Use of Your Personal Data for Filtering and Monitoring Purposes

3.8 While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do

this so that we can:

- comply with health and safety and other legal obligations
- comply with our policies, such as Child Protection and Acceptable Use, and our legal obligations
- keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network
- protect your welfare

4 Our lawful bases for using this data

4.1 Our lawful bases for processing your personal data for the purposes listed 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

4.2 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.

Our Basis for Using 'Special Category' Data

4.3 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 UK 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

4.4 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 UK 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

5 Collecting this data

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

5.2 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.

5.3 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

6 How we store this data

6.1 We keep personal information about you while you work at our schools. We may also keep it beyond your employment at our schools if this is necessary. The federation's Record Keeping and Retention Policy sets out how long we keep information about staff and is available on request.

6.2 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.

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

7 Who we share data with

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

7.2 Where it is legally required, or necessary (and it complies with UK 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

Transferring Data Internationally

7.3 We may share personal information about you with international third parties, where different data protection legislation applies.

7.4 Where we transfer your personal data to a third party country or territory, we will do so in accordance with UK data protection law.

7.5 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.

8 Your rights

How to Access Personal Information We Hold About You

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

8.2 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

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

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

Your Other Rights Regarding Your Data

8.5 Under UK 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

8.6 We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Your right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

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

9 Complaints

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

9.2 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.

9.3 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

10 Contact us

10.1 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, Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW; telephone 0191 2371505; or email dpo@svf.org.uk.

Privacy notice for governors and other volunteers

1 Introduction

1.1 Under UK 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 (Seaton Valley High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW, are the 'data controller' for the purposes of UK 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:

- your name
- contact details
- references
- evidence of qualifications
- employment details
- information about business and pecuniary interests
- information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

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 local authorities, 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
- make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

3.2 If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers and pupils).

3.3 We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

3.4 Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of Your Personal Data for Marketing Purposes

3.5 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.

3.6 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).

Use of Your Personal Data in Automated Decision Making and Profiling

3.7 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.

Use of Your Personal Data for Filtering and Monitoring Purposes

3.8 While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- comply with health and safety and other legal obligations
- comply with our policies, such as Child Protection and Acceptable Use, and our legal obligations
- keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network

4 Our lawful basis for using this data

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

- the ‘public task’ basis – we need to process data to fulfil some of our statutory functions as a school

4.2 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.

Our Basis for Using ‘Special Category’ Data

4.3 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 UK 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

4.4 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 UK 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

5 Collecting this data

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

5.2 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.

5.3 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
- other schools or trusts

6 How we store this data

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

6.2 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.

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

7 Who we share data with

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

7.2 Where it is legally required, or necessary (and it complies with UK 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 and tribunals

<u>Transferring Data Internationally</u>

7.3 We may share personal information about you with international third parties, where different data protection legislation applies.

7.4 Where we transfer your personal data to a third party country or territory, we will do so in accordance with UK data protection law.

7.5 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.

8 Your rights

How to Access The Personal Information We Hold About You

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

8.2 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

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

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

Your Other Rights Regarding Your Data

8.5 Under UK 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

8.6 We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Your right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

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

9 Complaints

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

9.2 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.

9.3 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

10 Contact us

10.1 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, Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW; telephone 0191 2371505; or email dpo@svf.org.uk.

Privacy notice for job applicants

1 Introduction

1.1 Under UK 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 (Seaton Valley High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW, are the 'data controller' for the purposes of UK 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 then 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
- information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

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 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 local authorities, 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
- make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

3.2 If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with the relevant details, we will not be able to take your application further.

3.3 We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

3.4 Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of Your Personal Data for Marketing Purposes

3.5 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.

3.6 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).

Use of Your Personal Data in Automated Decision Making and Profiling

3.7 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.

Use of Your Personal Data for Filtering and Monitoring Purposes

3.8 While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- comply with health and safety and other legal obligations
- comply with our policies, such as Child Protection and Acceptable Use, and our legal obligations
- keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network

4 Our lawful basis for using this data

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

- the 'public task' basis – we need to process data to fulfil some of our statutory functions as a school

4.2 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.

Our Basis for Using 'Special Category' Data

4.3 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 UK 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

4.4 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 UK 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

5 Collecting this data

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

5.2 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.

5.3 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

6 How we store this data

6.1 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 job applicants and is available on request.

6.2 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.

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

7 Who we share data with

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

7.2 Where it is legally required, or necessary (and it complies with UK 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

7.3 We will only share your personal information with the above parties for the purposes of processing your application. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes in accordance with our instructions.

<u>Transferring Data Internationally</u>

7.4 We may share personal information about you with international third parties, where

different data protection legislation applies.

7.5 Where we transfer your personal data to a third party country or territory, we will do so in accordance with UK data protection law.

7.6 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.

8 Your rights

How to Access Personal Information That We Hold About You

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

8.2 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

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

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

Your Other Rights Regarding Your Data

8.5 Under UK 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

8.6 We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task

- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Your right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

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

9 Complaints

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

9.2 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.

9.3 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

10 Contact us

10.1 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, Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW; telephone 0191 2371505; or email dpo@svf.org.uk.

Privacy notice for school visitors

1 Introduction

1.1 Under UK 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 (Seaton Valley High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW, are the 'data controller' for the purposes of UK 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
- information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

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 local authorities.

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
- make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- meet legal requirements placed upon us

3.2 We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

3.3 Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law

Use of Your Personal Data for Marketing Purposes

3.4 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.

3.5 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).

Use of Your Personal Data in Automated Decision Making and Profiling

3.6 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.

Use of Your Personal Data for Filtering and Monitoring Purposes

3.7 While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- comply with health and safety and other legal obligations
- comply with our policies, such as Child Protection and Acceptable Use, and our legal obligations
- keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network

4 Our lawful basis for using this data

4.1 Our lawful basis for processing your personal data for the purposes listed 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
- the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here:
- the 'vital interests' basis – we will use this personal data in a life-or-death situation

4.2 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.

Our Basis for Using 'Special Category' Data

4.3 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 UK 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

4.4 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 UK 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

5 Collecting this data

5.1 We will only collect and use your personal information when the law allows us to, as detailed above. While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

5.2 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

5.3 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
- other schools or trusts

6 How we store this data

6.1 We keep personal information about you while you are visiting our schools. We may also keep it beyond your visit with our schools if this is necessary. The federation's Record Keeping and Retention Policy sets out how long we keep information about visitors and is available on request.

6.2 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.

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

7 Who we share data with

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

7.2 Where it is legally required, or necessary (and it complies with UK 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

<u>Transferring Data Internationally</u>

7.3 We may share personal information about you with international third parties, where different data protection legislation applies.

7.4 Where we transfer your personal data to a third party country or territory, we will do so in accordance with UK data protection law.

7.5 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.

8 Your rights

<u>How to Access Personal Information That We Hold About You</u>

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

8.2 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

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

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

Your Other Rights Regarding Your Data

8.5 Under UK 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

8.6 We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Your right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

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

9 Complaints

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

9.2 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.

9.3 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

10 Contact us

10.1 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, Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW; telephone 0191 2371505; or email dpo@svf.org.uk.