



# Shenstone Lodge School

## **PRIVACY NOTICE FOR PARENTS GENERAL DATA PROTECTION REGULATION**

### **1. Shenstone Lodge School Commitment to Data Privacy**

Shenstone Lodge is committed to protecting the privacy and rights of anyone who chooses to share their personal data with us. The General Data Protection Regulation becomes law in all European countries from 25<sup>th</sup> May 2018. From this date, EU residents (data subjects) have greater control over the processing of their personal data and organisations within the EU have obligations to protect personal data accordingly.

Under data protection law, individuals have a right to be informed about how we use any personal data we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

### **2. Who processes your child's information?**

The School is the data controller of the personal information you provide to us. This means that we determine the purposes for which, and the manner in which, any personal data relating to students is to be processed. A data protection representative for the School, Neil Toplass, can be contacted on 01543 480 369 or [headteacher@shenstonelodge.co.uk](mailto:headteacher@shenstonelodge.co.uk) in the first instance for any queries in relation to the processing of your child's personal data.

Neil Toplass is the Data Protection Officer for the Shenstone Lodge School and his role is to oversee and monitor the school's data processing practices. The DPO can be contacted on 01543 480 369 or [headteacher@shenstonelodge.co.uk](mailto:headteacher@shenstonelodge.co.uk)

The information you provide will be used in accordance with the Shenstone Lodge School GDPR Data Protection Policy and Compliant Records Management Policy which can be found by accessing the Trust's website - <http://www.shenstonelodge.co.uk>

Where necessary, third parties may be responsible for processing pupils' personal information. Where this is required, the School places data protection requirements on third party processors to ensure that data is processed in line with an individuals' privacy rights

### **3. Why do we need your child's information?**

The School has the legal right and a legitimate interest as a public organisation to collect and process personal data relating to pupils who attend the School. We process personal data to fulfil our obligations as a public organisation in order to:

- Support learning;
- Monitor and report on progress;
- Provide appropriate pastoral care;
- Protect welfare;
- Provide appropriate medical care;
- Ensure safeguarding is maintained;
- Assess the quality of our services;
- Administer admissions waiting lists;
- Carry out research to support teaching and learning;
- Comply with the law regarding data sharing.

### **4. Which data is collected?**

The personal data the School may collect, use, store and share (when appropriate) about pupils includes the following:

- Name(s), address, date of birth, gender
- Identification documentation
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information
- Safeguarding and child protection information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in the School
- Assessments, workbooks, planners

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, eligibility for free school means, SEND
- Health, including any medical conditions, physical and mental health information, and sickness records

When you complete the data collection form for us, you will be providing the school with data which is specified under the General Data Protection Regulation as Special Category Data, which is data that could be considered particularly sensitive. This means that, under the GDPR, we must have a lawful basis for processing this data and have obligations to keep this data secure. We collect special category data in order to fulfil our legitimate interests as a public organisation, where we have a legal

obligation to process this data or where we have consent. Where we require your consent for collecting data, this will be specified on the form for the request of data.

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

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

<b>Organisation</b>	<b>Purpose for Sharing Personal Data</b>
Our local authority	To meet our legal obligations to share certain information inclusive of safeguarding concerns, health and safety and risk management obligations, exclusions and financial auditing.
The Department for Education	Census returns and any further relevant communication as required as a public body organisation.
The pupil's family and representatives	To support pupil health and welfare, behaviour, safeguarding and progress.
Educators and examining bodies	To meet our obligations as a public body to ensure that we support, monitor and report on progress and for our pupils to progress to obtain qualifications.
Our regulator, Ofsted	To meet our obligations as a public body to monitor teaching and learning and provide quality assurances.
Suppliers and service providers including professional bodies, professional advisers and consultants	To enable them to provide the service we have contracted them for in support of teaching and learning, behaviour management, safeguarding concerns, health and safety and risk management obligations, exclusions and auditing.
Financial organisations	To enable the School to demonstrate appropriate spend in accordance with its financial obligations.

Our auditors	To enable the School to demonstrate compliance with financial, data protection and health and safety obligations.
Survey and research organisations	To support the School in its ability to fulfil organisational goals through feedback and assurance processes. Data will be anonymised.
Health authorities, and health and social welfare organisations	To support the School in its ability to ensure that students are supported in their mental and physical wellbeing.
Charities and voluntary organisations	To support the School in enhancing the learning environment and opportunities for its pupils.
Police forces, courts, tribunals	To support the School in meeting its obligations in meeting the requirements of the law.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## 5. How we store this data

We keep personal information about pupils while they are attending our School. We may also keep it beyond their attendance at our School if this is necessary in order to comply with our legal obligations. Our Compliant Records Management Policy defines how long we keep information about pupils.

You may request a copy of the School's Compliant Records Management Policy by contacting the School's Data Protection Representative.

## 6. How is your information shared?

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. Where information is shared with third parties, we ensure that third parties comply with data protection laws. Where consent is required for sharing the data, this is included in our data collection forms for your consideration.

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

### National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

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.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England, such organisations must agree to strict terms and conditions about how they will use the data. For more information, see the Department's webpage on how it collects and shares research data. You can also contact the Department for Education directly with any further questions about the NPD.

### **Youth support services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to our local authority and youth support services provider as they have legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables us to provide youth support services, post-16 education and training services, and careers advisers. Parents/carers, or pupils once aged 16 or over, can contact our Data Protection Representative to request that we only pass the individual's name, address and date of birth to providers such as this.

### **Transferring data internationally**

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

## **7. What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right:

- To request access to the personal data that the School holds (parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12) or where the child has provided consent). This is called a subject access request and can be done by contacting the School's Data Protection Representative;
- For personal information to be transmitted electronically to another organisation in certain circumstances;
- To object to the use of personal data if it would cause, or is causing, damage or distress;
- In certain circumstances, to request that personal data is corrected, deleted, destroyed or restrict processing;
- Prevent it being used to send you marketing materials;
- Prevent it being used to make automated decisions (decisions made by a computer or machine, rather than by a person).

## 8. Queries and Complaints

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

If you have any queries in relation to our processing, or think that our collection or use of personal information is unfair or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting our Data Protection Officer:

**Email** – [headteacher@shenstonelodge.co.uk](mailto:headteacher@shenstonelodge.co.uk)

**Telephone** – 01543 480 369

If you have any further questions, concerns or would like more information about anything mentioned in this privacy notice, please contact The Academy Trust **data protection officer**:

➤ Trina Lawlor – [trina.lawlor@manorhallacademy](mailto:trina.lawlor@manorhallacademy)

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

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

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them:

## 9. How can you find out more information?

If you require further information about how we and/or the DfE store and use personal data, please visit our website, <http://www.shenstonelodge.co.uk> the Gov.UK website, or download our GDPR Data Protection and Compliant Records Management Policy