**PRIVACY NOTICE FOR Social, Emotional, Mental Health Support Team**

**Introduction**

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 and to be transparent, we provide a ‘privacy notice’.

This privacy notice explains what rights you have with regards to your personal data and how you can exercise those rights.

We, the White Horse Federation and school are the ‘data controller’ for the purposes of data protection law.

**DPO Contact Details**

If you need to contact us regarding your personal data, or if you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Lyn Rouse – [dpo@twhf.org.uk](mailto:dpo@twhf.org.uk)

**The personal data we hold**

Schools collect lots of information about pupils to help us fulfil our Education Act 1996 which state children aged 5-15 in England and Wales must receive a full time education.

The types of information that we collect, process, store and share include:

Pupil

* Personal identifiers – your name, address, responsible adult details, DOB,
* Special category data – biometric, ethnic, religious beliefs, health
* Safeguarding information
* SEN information
* Medical information
* Attendance – how often you are sick or are late
* Attainment – how well you’re doing at school
* Behavioural – details of positive or negative behaviour, including exclusions
* Images including CCTV

Parent, Carer, Guardian

* Personal identifiers – your name, address, email address, telephone number
* Health information
* Dependants’ information

Why we use this data?

* We use this data to help run the school, including to:
* Get in touch with you and your adults when we need to
* Check how you’re doing in exams and whether you or your teachers need extra help
* Track how well the school is performing
* For the detection and prevention of crime
* To support your wellbeing
* For catering purposes / entry into restricted area
* To provide appropriate pastoral care
* To provide additional support to families when required

There are a special set of laws that schools must follow called the General Data Protection Regulation – you may have heard this expression on the news.

Schools can only collect information about you if they have a lawful reason to do so.

We use Article 6 of the UK GDPR,

* **Public task**, the main lawful basis used for the processing of personal data is ‘public task’ for the delivery of pupil education.
* **Legal Obligation**, many record keeping requirements are set by parliament through statutory legislation.
* **Vital interests**, sometimes we need to process data to protect the life of an individual
* **Consent**, there may be times when we seek your consent to process particular types of data, this consent can be withdrawn at any time, if you have changed your mind, you can withdraw by contacting the DPO detailed on this notice.
* **Legitimate interest**, this is necessary for our legitimate interest. As a public authority we cannot rely on this, however for purposes outside the scope our tasks as a public authority we may consider legitimate interests.

**Collecting this information**

Information will be collected about pupils, parents, carers or guardians by referral form, direct from data controller, external agencies.

Sometimes the information will be provided by the data subject directly.

There are some occasions when you can choose whether or not to provide the data.

We will always tell you if it’s optional. If you must provide the data, we will explain what might happen if you don’t.

Where you have provided us with consent to use your date (and we are not reliant on any other lawful basis) you may withdraw this consent at any time. We will make this clear when requesting your consent.

**Where do we store your information?**

Schools store information in lots of different places, depending on what it is.

Some will be in cabinets, we have a management information systems, this is the system that your teacher takes the register on every morning and afternoon, other information is stored on school computers, hard drives or in the cloud. Your data will be stored securely and will have access controls. The school must keep your information safe as required by GDPR law.

**Sharing your personal information**

Sometimes school shares information about you with other organisations, we may share personal information about you with:

* Our local authority – to meet our legal duties to share information such as concerns about pupils safety and exclusions.
* The Department of Education collect personal data from educational settings and local authorities via various statutory data collections.
* Your family and representatives
* Educators and examining bodies
* Regulators such as Ofsted
* Suppliers of services (3rd parties) so that they can provide the services we have contracted them for
* Financial organisations
* Central and local government
* 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, tribunals
* Professional bodies
* Parent-Teacher association

**How long do we keep information?**

Schools must keep information for different lengths of time, depending on what it is.

We keep personal information no longer than required by law, the current law requires us to retain information until the student has reached the age of 24. This personal data will then be securely destroyed or processed.

**Data Security**

**We have put in place measures to protect the security of your information.**

**Third parties who are processing personal data on our behalf will only process your personal information on our instructions.**

**We have in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way including alteration or disclosure. In addition, we limit access to your personal information to employees, contractors, third parties who have a business need to know. They only process information on our instructions.**

**If there is a data breach, we will notify you where we are legally required to do so.**

**Your rights**

**Can I ask to see my information?**

If you are over 12 you can make something called a Subject Access Request if you want to see certain kinds of information. To request this please [complete the form](https://thewhitehorsefederation.org.uk/gdpr).

Sometimes the school does not have to show you information if they have a good reason, like to keep someone safe.

If you are under 12 your parents/carers can make a subject access request. To request this parents or carers need to [complete the form.](https://thewhitehorsefederation.org.uk/gdpr)

**Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

·     Say that you don’t want it to be used if this would cause, or is causing, harm or distress

·     Stop it being used to send you marketing materials

·     Say that you don’t want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)

·     Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it

·     Claim compensation if the data protection rules are broken and this harms you in some way

**Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we’ve done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner’s Office in one of the following ways:

·     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

We may change our privacy notice so please check this page from time to time, your continued use of our services indicates your acceptance of any changed terms that may have occurred during the interim.

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