

SCHOOL PRIVACY NOTICE

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Originator	Executive Principal
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Approved by	Senior Leadership Team (SLT)
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Next Review Date	10/09/2019
Signature	Mark Rose - Executive Principal



PARENTS AND CARERS

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

We, **Orchard Manor School**, are the 'data controllers' for the purposes of data protection law.

Our Independent **Data Protection Officer** is **Ian Arkell** (see 'contact us' details below).

The personal data we hold

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.
- Photographs.
- CCTV images captured in school.

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

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits.
- Family circumstances.
- Physical and mental health, including medical conditions.
- Support received, including care packages, plans and support providers.

We may also hold data about you that we have received from other organisations, including other schools and social services.

Why we use this data

We use this data to:

- Support pupil learning.
- 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.
- Provide appropriate pastoral care.
- Protect pupil welfare.
- Administer admissions.
- Assess the quality of our services.
- Carry out research.
- Comply with our legal and statutory obligations.

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we process it where:

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

Less commonly, we may also use personal information about you, where:

- We have obtained consent to use it in a certain way.
- We need to protect an individual's vital interests (protect their life).

Where you have provided us with the 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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap and there may be several grounds which justify the schools use of your data.

Collecting this information

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

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.

How we store this data

We keep personal information about our while your child is 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.

We follow guidance in the Information and Records Management Society's toolkit for schools or retention of information.

Data sharing

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

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

- Devon County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education (DfE).
- Educators and examining bodies.
- Ofsted.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Central and local government.
- Health authorities.
- Security organisations.
- Health and social welfare organisations.
- Professional advisers and consultants.
- Police forces, courts, tribunals.
- Professional bodies.

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.

YOUR RIGHTS

How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

If you make a subject access request and we do hold information about you, we will:

- 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.

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

If you would like to make a request, please contact our Data Protection Officer (DPO).

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of data protection regulations.

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

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

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.

- To make a complaint, please contact our Data Protection Office.
 - **Ian Arkell** - Leadership Support Services - 0203 2909093
SchoolPro TLC Limited
Registered office address: Harper Sheldon, Midway House Herrick Way, Staverton Technology Park, Staverton, Cheltenham, *Glos., United Kingdom, GL51 6TQ*
- Alternatively, you can make a complaint to the Information Commissioner's Office (ICO)
 - Report a concern **online** at - <https://ico.org.uk/make-a-complaint/>
By phone - 0303 123 1113
Write to: Information Commissioners Office, Whycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AT

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer - Ian Arkell**