

SCHOOL PRIVACY NOTICE

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| Signature | Mark Rose - Executive Principal |



PUPILS

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.

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' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Contact details and date of birth.
- Characteristics, such as ethnic background and Special Educational Needs and disabilities (SEND).
- Eligibility for free school meals and pupil premium.
- Details of any medical conditions, including physical and mental health.
- Details of medication administered in school.
- Pupil and curricular records, including EHCPs.
- Internal assessment data and external accreditation.
- Risk assessments.
- Attendance information.

- Safeguarding information.
- Details of any support received, including physiotherapy, care packages, plans and support providers.
- Photographs.
- CCTV images captured in school.

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to.
- Support your learning, monitor and report on your progress.
- Track how well the school as a whole is performing.
- Look after your wellbeing.
- Provide appropriate pastoral care.
- Administer admissions.
- Carryout research.
- Comply with the law regarding data storing.

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:

- You, or our parents/carers have given us permission to use it in a certain way.
- We need to protect your interests (or someone else's interest).

Where we have got permission to use our data, you and your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

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

Collecting this information

While the most cases you, or your parents/carers, must provide the personal information we need to collect, 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.

How we store this data

We follow the guidance in the information records management society's toolkit for schools which currently states that pupil files should be kept until the pupil reaches 25 years of age.

Data sharing

We do not share information about you with anyone else outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required or for another reason allowed under data protection law, we may share personal information about you with:

- Devon County Council – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions.
- The Department for Education (a government department).
- Your family and representatives
- Educators and examining bodies.
- Ofsted.
- Suppliers and service providers – so that they can provide the services we have contracted them for.
- Central and local government.
- Our auditors
- Health authorities.
- Security organisations.
- Health and social welfare organisations.
- Professional advisers and consultants.
- Charities and voluntary organisations
- Police forces, courts, tribunals.
- Professional bodies.

National pupil database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

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.

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

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

You can find more information about this on the Departments of Education's webpage on how it collects and shares research data.

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

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Careers South West as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education, training services and careers advisers.

Your parents/carers, or you once you're 16 years, can contact our data protection officer to ask us to only pass your name, address and date of birth to Careers South West

Transferring data internationally

Where we transfer personal data to a county 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

You can find out if we hold any personal information about you and how we use it, by making a **'subject access request'** as long as we judge that you can properly understand your rights and what they mean.

If 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 if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person).
- Give you a copy of the information in an intelligible form.

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

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

Your other rights regarding 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, damage or distress.
- Stop it being used to send 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 for damages caused by a breach of data protection regulations.

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**