

## **How we use your information Privacy Notice for Parents/Students**

### **Introduction**

We Eckington School are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing;
- protect public monies against fraud.

This notice is to help understand how and why we collect personal information about you and what we do with that information.

If you have any questions about this notice please contact the Deputy Headteacher.

### **What is personal information?**

Personal information is information that identifies you/your child as an individual and relates to you/your child.

This includes contact details, attendance and assessment information, medical information, any special educational needs, dietary details, meal arrangements, nationality/country of birth, first language, fingerprint details and mode of travel.

We may also hold information such as religion, ethnic group and/or whether a parent(s) are service personnel. CCTV, photographs and video recordings are also personal information.

### **How and why does the school collect and use personal information?**

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The school's primary reason for using personal information is to provide educational services.

- We obtain information about the parent and child from admissions forms and from the previous school. We may also get information from professionals such as doctors, police and from local authorities.
- We may have information about any family circumstances which might affect a child's welfare or happiness.
- We may need information about any court orders or criminal petitions. This is so that we can safeguard the welfare and wellbeing of students.

- We use CCTV to ensure the school site is safe. CCTV is not used inside private areas such as toilets.
- We may take photographs, or videos at school events to use on social media and on the school website. This is to show prospective parents and students what we do at Eckington School and to advertise the school. We may continue to use these photographs and videos after students have left the school.
- We may send out information parents/students/community to keep up to date with what is happening in school. For example, information may be sent about events and activities taking place (including fundraising events) and the School Newsletter.
- We may keep details of addresses after a student has left, so that we can send information and/or to find how a student is progressing. We may also pass your details onto other organisations eg alumni information.
- We may use information for historical research purposes or for statistical purposes.

### **Sharing personal information with third parties**

- In accordance with legal obligations, we may share information with local authorities and/or the Department for Education, for example, where there are safeguarding concerns.
- On occasions, information may need to be shared with the police.
- Information may need to be shared with legal advisers for the purpose of obtaining legal advice.
- Occasionally, we may use consultants, 'outside' experts and other advisors to assist the school in fulfilling its obligations and to help run the school properly. Information may need to be shared with them if this is relevant to our/their work.
- We may also 'send' our data for analysis with external companies eg SISRA, ALiS.
- If a student is not of British Nationality we have to make sure that the student has the right to study in the UK.
- We may share information with the LA and/or our insurance company, for example, where there is a serious incident at the school.
- If a student leaves Eckington School to attend another school, we may need to provide that school with information about the student.
- We may share information with others in a family, such as another parent or step-parent. For example, this is part of our obligation to take care of a student, as part of our wider legal and regulatory obligations.
- We may need to share information if there is an emergency, for example, if a student is hurt whilst on school premises and/or school activities.
- We may also pass on students' information to careers services or the National Careers Service.

### **Our legal grounds for using the information**

This section contains information about the legal basis that we are relying on when handling information.

### Legitimate interests

This means that the processing of information is necessary for legitimate interests except where the processing is unfair to you. The school relies on legitimate interests for most of the ways in which it uses information.

Specifically, the school has a legitimate interest in:

- Providing educational services for every student;
- Safeguarding and promoting the welfare of every student;
- Promoting the objects and interests of the school;
- Facilitating the efficient operation of the school; and
- Ensuring that all relevant legal obligations of the school are complied with.

In addition, personal information may be processed for the legitimate interests of others.

If anyone objects to us using your information where we are relying on our legitimate interests as explained above please speak to the Deputy Headteacher.

### Necessary for a contract

We will need to use information in order to perform our obligations. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

### Legal obligation

Where the school needs to use information in order to comply with a legal obligation, for example to report a concern to Children's Services. We may also have to disclose information to third parties such as the courts, the local authority or the police where legally obliged to do so.

### Vital interests

For example, to prevent someone from being seriously harmed or killed.

### Public interest

The school considers that it is acting in the public interest when providing education.

The school must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information about racial or ethnic origin, political opinions, religious beliefs etc.

### Substantial public interest

The processing is necessary for reasons of substantial public interest.

Vital interests:

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and unconscious.

Legal claims:

The processing of information for the establishment exercise or defence of legal claims. This allows the sharing of information with legal advisors and insurers.

Medical purposes:

This includes medical treatment and the management of healthcare services.

Consent may be sought to use information in certain ways. If consent is sought to use personal information, this consent can be taken back at any time. Any use of information before consent is withdrawn, will remain valid.

Please speak to the Deputy Headteacher, if someone would like to withdraw any consent given.

### **For how long do we keep your information?**

Information will be kept for as long as it is needed to educate and look after a given student. Information will be kept after a student has left the school. For example, it may be necessary to find out what happened if a historic complaint is made.

In exceptional circumstances information may be kept for a longer time than usual, but this can only be done with good reason and only if permitted under data protection law.

### **What decisions can parents/students make about the information?**

From May 2018 data protection legislation gives a number of rights regarding information. Some of these are new rights whilst others build on existing rights. Your rights are as follows:

- if information is incorrect it can be requested to correct it;
- details of the information held can be requested and a copy provided. We may also be able to give you extra information, eg why we use this information, where it came from and what types of people it has been sent to;
- a request can be made for us to delete the information that we hold in certain circumstances. For example, where this information is no longer required.
- our use of information may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy;
- The Deputy Headteacher can give you more information about your data protection rights.

## Further information and guidance

The Deputy Headteacher is the person responsible at Eckington School for managing how we look after personal information and deciding how it is shared.

Like other organisations we need to keep information safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly – treat the information we get fairly.

This notice is to explain how we use personal information. The Deputy Headteacher can answer any questions which you may have.

Please speak to the Deputy Headteacher if:

- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

## In conclusion,

**We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.**

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact the Headteacher.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

[www.derbyshire.gov.uk/privacynotices](http://www.derbyshire.gov.uk/privacynotices)

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites, please contact the LA or the DfE as follows:

Data Protection/Freedom of Information Officer  
Children and Younger Adults Department  
**Derbyshire County Council**  
County Hall  
Matlock  
Derbyshire  
DE4 3AG

Website: [www.derbyshire.gov.uk](http://www.derbyshire.gov.uk)  
Email: [foi@derbyshire.gov.uk](mailto:foi@derbyshire.gov.uk)  
Tel: 01629 536470

Public Communications Unit  
**Department for Education**  
Sanctuary Buildings  
Great Smith Street  
LONDON  
SW1P 3BT