Longridge School
Privacy Notice for Parents/Carers/Guardians

The purpose of this privacy notice is to give parents and carers an insight on how information about students is used at Longridge School.

Under data protection law, individuals have a right to be informed about how Longridge 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. We have an adapted young person friendly version for the students and teaching staff explain this to our learners in a way that they can understand.

We, Longridge School, are the 'data controller' for the purposes of data protection law.
Our data protection officer is Robert Montgomery whose services are commissioned from Telford and Wrekin Council.
Our Officer for processing request for information is our Human Resources Manager Carrie Collins(see contact section).

1.1 The personal data we hold
Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- ❖ Contact details, contact preferences, date of birth, identification documents
- ❖ Results of internal assessments and externally set tests
- ❖ Pupil and curricular records
- ❖ Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- ❖ Exclusion information
- ❖ Details of any medical conditions, including physical and mental health
- ❖ Attendance information
- ❖ Safeguarding information
- ❖ Details of any support received, including care packages, plans and support providers
- ❖ Photographs
- ❖ CCTV footage

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

1.2 Why we use this data
We use this data to:

- ❖ Support pupil learning
- ❖ Monitor and report on pupil progress

❖ Provide appropriate pastoral care
❖ Protect pupil welfare
❖ Assess the quality of our services
❖ Manage pupil behaviour
❖ Comply with the law regarding data sharing

1.3 Our legal basis for using this 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 students' 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 students' 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 students' personal data overlap, and there may be several grounds which justify our use of this data.

1.4 Collecting this information
While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily. 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.

1.5 How we store this data
We keep personal information about students while they are attending Longridge School. We will also keep it beyond their attendance in order to comply with our legal obligations. The information will be kept until the young person is twenty-five years old before it is securely destroyed.

1.6 Data sharing
We do not share information about students with any third party without 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 pupils with:
❖ Our local authorities – to meet our legal obligations to share certain information with them, such as safeguarding concerns and exclusions
❖ The Department for Education – to meet our legal obligations to share certain information with it

❖ The family/person with PR – to share certain information such as academic progress and pastoral care
❖ Educators and examining bodies – to meet our legal obligations to ensure the accuracy and validity of the exam process
❖ Our regulator Ofsted – to enable them to accurately make a judgement about the school
❖ Suppliers and service providers (Alternative Providers) – to enable them to provide the service we have contracted them for
❖ Financial organisations – to enable them to provide the service we have contracted them for
❖ Our auditors– to enable them to provide the service we have contracted them for
❖ Health authorities - to meet our legal obligations to share certain information with it, such as safeguarding concerns
❖ Health and social welfare organisations – to support individual pupils where appropriate
❖ Professional advisers and consultants - to support individual pupils where appropriate
❖ Police forces, courts, tribunals - to meet our legal obligations to share certain information with them

1.7 National Pupil Database
We are required to provide information about students to the Department for Education as part of statutory data collections such as the school 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.

1.8 Parents and students' rights regarding personal data
Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. 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. Parents also have the right to make a subject access request with respect to any personal data the school holds about them. If you make a subject access request, we will explain the process to you and we will require information from you in order to process the request. If we do hold information about you or your child and it is appropriate to do so, 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 or your child
❖ 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

1.9 Other rights

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 the data protection regulations

To exercise any of these rights, please contact the Head teacher or Human resources manager (see contact details).

1.10 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 Head Teacher (see contact details) .

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 1.11

1.11 Contact us

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

❖ Carol Harvey – carol.harvey@longridgeschool.org.uk

Human Resources Manager;

❖ Carrie Collins– carrie.collins@newreflexions.co.uk

This notice is based on the Department for Education's model privacy notice