

Privacy Notice for Parents and Pupils

PARENTS:

Introduction

1. This privacy notice advises parents, carers and guardians of the school's data protection responsibilities on the collection, storage and use of personal information about parents at Gosberon House Academy
2. The School is committed to being transparent about how we collect and use personal data and to meeting our data protection obligations.
3. The Trust is required to explain how and why we collect personal data and what we do with that information. This privacy notice will also provide information as to what you can do about your personal information that is held and processed by us.
4. You are being provided with this notice because you provide us with personal data.
5. We, The Lincolnshire Education Trust: Gosberton House Academy, are the 'data controller' for the purposes of data protection law.
6. We have appointed, for Gosberton House Academy, Vice Principal, as the person with responsibility for ensuring that Parents' personal information is held and processed in the correct way, i.e. the Data Protection Officer. Contact details can be found at the end of this document.
7. This privacy notice should be read in conjunction with the following documents, all of which can be found on the Data Protection page of the school website
 - Data Protection Policy
 - Retention Policy

The personal data we hold

8. Personal data that we may collect, use, store and share (when appropriate) about parents includes, but is not restricted to:

- Name, address, contact details
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- CCTV images captured in school/
- Visitor Management – may include photograph, Vehicle reg, name

Why we use this data

9. We use this data to:

- Support student learning
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Comply with the law regarding data sharing

Our legal basis (grounds) for using parents' personal data

10. We only collect and use parents' 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 carry out an official task in the public interest

11. Some of the reasons listed above for collecting and using parents' personal data overlap and there may be several grounds which justify our use of this data.

Collecting information

12. Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

13. We obtain personal data in a variety of ways. Some of the information comes from the admissions forms and acceptance forms which you supply to us.

How long we Store this Data

14. We keep personal information about parents whilst their child is attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations. Our Retention Policy sets out how long we keep information about students and is available on the school website.

Data Sharing

15. We do not share information about parents with anyone without consent unless the law and our policies allow us to do so.

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

- Our Local Authority (LA) – to meet our legal obligations to share certain information, such as safeguarding concerns, attendance, admissions etc.
- Appropriate members of staff
- Schools that students attend after leaving us

- Suppliers and service providers – to enable them to provide the service we have contracted them for, e.g. IT services provider, SIMS Parent. Access to personal data will only be granted to a provider that has demonstrated compliance with the GDPR
- Police forces, courts, tribunals – sometimes we need to share information with the police or our legal advisers to help with an inquiry, e.g. safeguarding issues or injuries

Third parties

17. To be granted access to parent information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Transferring data internationally

18. With cloud-based storage and some other services sometimes being supplied outside the UK, personal data can be sent to other jurisdictions.

19. 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.

20. Our servers and storage systems are based in the EU or the European Economic Area (EEA) and we have ensured that appropriate safeguards are in place to protect your personal data.

Parents rights regarding personal data

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

Other rights

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

- Object to processing of personal data if it would cause, or is causing, damage or distress
- Prevent processing for the purpose of 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

23. To exercise any of these rights, please get in touch with our Data Protection Officer. See below for contact information.

24. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting our Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

PUPILS:

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, we provide a 'privacy notice' to you where we are processing your personal data.

1. This privacy notice explains how we collect, store and use personal data about you.
2. We, The Lincolnshire Education Trust, Gosberton House Academy are the 'data controller' for the purposes of data protection law.
3. The Data Protection Officer for Gosberton House Academy is Paul Squire, Vice Principal. Contact details can be found at the end of this privacy notice.

The personal data we hold

4. We hold some personal information about you to make sure we can help you learn and look after you at school.
5. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.
6. This information includes:
 - Your contact details
 - Your test results
 - Your attendance records
 - Your characteristics, like your ethnic background or any special educational needs
 - Any medical conditions you have
 - Details of any behaviour issues or exclusions
 - Photographs
 - CCTV images
 - Biometric data for our cashless catering system

Why we use this data

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

- Get in touch with you and your parents when we need to
- Check how you're doing in school and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

Our legal basis for using this data

8. We only collect and use pupils' personal data when the law allows us to. Most often we will use your information where:

- We need to comply with the law
- We need it to carry out a task in the public interest (in order to provide you with an education)

9. Sometimes we use your personal information where:

- Your parents/carers have given us consent (this means permission) to use it in a certain way
- We need to protect your interests (or someone else's interests)

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

11. Some of the reasons listed above for collecting and using your data overlap and there may be several grounds which means we can use your data.

Collecting information

12. While in 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.

13. 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 long we Store this Data

14. We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

Data Sharing

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

16. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with the following organisations or people. This is a comprehensive list but there may be some other organisations or people that we haven't included:

- Our Local Authority (LA) – to meet our legal obligations to share certain information with it, such as concerns about students' safety.
- The Department for Education (a government department) – to meet our legal obligations to share certain information with it, such as how many students are at the school, attendance.
- Your family and representatives – to help keep you safe
- Appropriate members of staff – we need to tell them if you have specific medical needs or you might need extra help with some tasks
- Schools that you attend after leaving us – we may need to pass on information which they need to look after you, e.g. how well you have behaved at other schools and your test results.
- External examination boards – entry information is shared in order for them to process your GCSE, AS and A level results
- Our regulator (the organisation or 'watchdog' that supervises us), Ofsted – we may need to share student information when they visit us to check the School is teaching you well
- Third party data processors – to enable them to provide analysis of internal and national examinations so that the school can monitor your progress and results (e.g. 4 Matrix, Fischer Family Trust, Alps)
- Work experience supervisors – we may need to share your and your parents' contact information to help you keep you safe whilst on a placement
- Suppliers and service providers – to enable them to provide the service we have contracted them for, e.g. IT services provider photographer for student photos on the school database, trips providers (e.g. Duke of Edinburgh). We will only do this if these providers have demonstrated they will look after your information safely.
- Insurance provider – we may need to share some information to ensure we maintain cover or to process any claims
- Health and social welfare organisations – we may need to share information about your health and wellbeing with those who have responsibility for student welfare
- Professional advisers and consultants – we might need to share your information in order to assist us in the running of the school, if this is relevant to their work
- Governors and/or a third-party data processor regarding admission or exclusion appeals – to enable them to process the appeal
- Police forces, courts, tribunals – sometimes we need to share information with the police or our legal advisers to help keep you safe
- UCAS – A level grade predictions are uploaded by school staff as part of your university application process

The National Student Database (NPD)

17. 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.

18. 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.

19. 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.

20. You can find more information about this on the Department for Education's webpage here - www.gov.uk/data-protection-how-we-collect-and-share-research-data

21. You can also contact the Department for Education if you have any questions about the database <http://www.gov.uk/contact-dfe>

Transferring data internationally

22. Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

23. 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.

24. 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

25. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting Mr Squire, our Data Protection Officer.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact us

26. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Mr Paul Squire
Vice Principal and Data Protection Officer
Gosberton House Academy
11 Westhorpe Road
Gosberton
Spalding PE11 4 EP
01775 840250
Email: vanessa.lambert@gosberton-house.lincs.sch.uk