

Kirkleatham Hall School



# Privacy Notice

Approved by: .....  
(Governing Body)

Date: April 2024

Accepted by:.....  
(Headteacher)

Next Review Date:.....April 2025.....

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## Introduction

Governors and senior leaders are committed to protecting the data held in school. All data gathered and held is treated in the strictest confidence as is held securely, either hard copy or electronically. All those staff in school dealing with your data, work to the protocols within the school policies and procedures, and the regulations and guidance from the Information Commissioners Office, and the Data Protection Bill

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### 1. Privacy Notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that is held 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 **pupils**.

Kirkleatham Hall School is the 'data controller' for the purposes of data protection law. Our data protection officer is Steven Harrison.

### 2. 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 external assessments
- Pupil and curriculum 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 images captured in school

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

### **3. 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, including safeguarding of pupils;
- Assess the quality of our services;
- Administer admissions waiting lists;
- Carry out research;
- Comply with the law regarding data sharing.

### **4. 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 pupils' 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 pupils' 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 pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **5. Collecting This Information**

While the majority of information we collect about pupils 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.

The majority of information collected and held on pupils is given by parents / carers to the school.

## **6. How we Store this Data**

We keep personal information about pupils while they are 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. *Information and Records Management Society's toolkit for schools* sets out how long we keep information about pupils.

We have a file on each pupil to store information in, and parts of this are then also kept electronically. These are kept in locked cabinets, with electronically stored data kept securely password and on encrypted equipment. There are then restriction to who can access this data.

## **7. Data Sharing**

We do not share information about pupils 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 authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- The Department for Education;
- The pupil's family and representatives;
- Educators and examining bodies;
- Our regulator: Ofsted;
- Suppliers and service providers - to enable them to provide the service we have contracted them for;
- Financial organisations;
- Central and local government;
- Our auditors;
- Survey and research organisations;
- Health authorities;
- Security organisations;

- Health and social welfare organisations;
- Professional advisers and consultants;
- Charities and voluntary organisations;
- Police forces, courts, tribunals;
- Professional bodies.

## 8. National Pupil Database

We are required to provide information about pupils 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.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

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

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

## 9. 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.

## 10. Parents and Pupils' 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, and if we do hold information about you or your child, 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.

Individuals also have the right for their 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.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Head Teacher.

## 11. 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 our data protection officer.

## 12. 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 officer.

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

### 13. 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**:  
Steven Harrison 01642 483009

*This notice is based on the Department for Education's model privacy notice for pupils, amended for parents, staff, governors, suppliers, volunteers and visitors and to reflect the way we use data in this school.*

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### 14. Privacy Notice for Staff

Under data protection law, individuals have a right to be informed about how the school uses any personal data that is held 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 individuals we employ, or otherwise engage, to work at our school.

Kirkleatham Hall School, is the 'data controller' for the purposes of data protection law.

Our data protection officer is Steven Harrison.

## 15. The Personal Data we Hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details;
- Date of birth, marital status and gender;
- Next of kin and emergency contact numbers;
- Salary, annual leave, pension and benefits information;
- Bank account details, payroll records, National Insurance number and tax status information;
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process;
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships;
- Performance information;
- Outcomes of any disciplinary and/or grievance procedures;
- Absence data;
- Copy of driving licence - use of minibus, or car work purposes;
- Photographs;
- CCTV footage;
- Data about staffs use of the school's information and communications system.

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

- Race, ethnicity, religious beliefs, sexual orientation and political opinions;
- Trade union membership;
- Health, including any medical conditions, and sickness records.

## 16. Why We Use This Data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid;
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils;
- Support effective performance management;

- Inform our recruitment and retention policies;
- Allow better financial modelling and planning;
- Enable ethnicity and disability monitoring;
- Improve the management of workforce data across the sector;
- Support the work of the School Teachers' Review Body.

## **17. Our Lawful Basis for Using This Data.**

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

- Fulfil a contract we have entered into with you;
- Comply with a legal obligation;
- Carry out a task in the public interest.

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

- You have given us consent to use it in a certain way;
- We need to protect your vital interests (or someone else's interests).

Where you have provided us with 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 school's use of your data.

## **18. Collecting this Information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

## **19. How we Store this Data**

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

We have a file on each staff to store information in, and parts of this are then also kept electronically. These are kept in locked cabinets, with electronically stored data kept

securely password and on encrypted equipment. There are then restriction to who can access this data, with only a small number of staff with access to this.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with the Information and Records Management Society's toolkit for schools.

## **20. 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:

- Our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and [maintained schools only] information about headteacher performance and staff dismissals;
- The Department for Education;
- Your family or representatives;
- Educators and examining bodies;
- Our regulator: Ofsted;
- Suppliers and service providers - to enable them to provide the service we have contracted them for, such as payroll;
- Financial organisations;
- Central and local government;
- Our auditors;
- Survey and research organisations;
- Trade unions and associations;
- Health authorities;
- Security organisations;
- Health and social welfare organisations;
- Professional advisers and consultants;
- Charities and voluntary organisations;
- Police forces, courts, tribunals;
- Professional bodies;
- Employment and recruitment agencies.

## 21. 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.

## 22. Your Rights

### 22.1 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 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 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.

### 22.2 Your Other Rights Regarding Your Data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress;
- Prevent your data being used to send direct marketing;
- Object to the use of your personal data for 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 data protection officer.

## 23. 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 the data protection officer.

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

## 24. 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**:

Steven Harrison 01642 483009.

*This notice is based on the Department for Education's model privacy notice for pupils, amended for parents, staff, governors, suppliers, volunteers and visitors and to reflect the way we use data in this school*

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## 25. Privacy Notice for Governors

Under data protection law, individuals have a right to be informed about how the school uses any personal data that is held 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 individuals we employ, or otherwise engage, to work at our school.

Kirkleatham Hall School, is the 'data controller' for the purposes of data protection law.

Our data protection officer is Steven Harrison.

## **26. The Personal Data we Hold**

We process data relating to those members of our school community who are school governors serving on the Governing Body of Kirkleatham hall School. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details, to include home address, telephone numbers and email;
- Recruitment information - includes nomination form, and election ballot papers, where there has been a need for elections;
- DBS check;
- Training records for governor training undertaken;
- Term of office as a governor;
- Photographs;
- Business Interests;
- Attendance at Meetings.

## **27. Why we Use This Data**

The purpose of processing this data is to help us run the school, including to:

- Enable you to carry out your responsibilities as a governor;
- For you to receive appropriate information and data in relation to the school and your role as a governor;
- To allow the DfE to monitor governor recruitment and vacancies;
- To be informed about training appropriate to your role as a governor;

## **28. Our Lawful Basis for Using This Data.**

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

- We need to comply with a legal obligation
- Carry out a task in the public interest

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

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with 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 school's use of your data.

## **29. Collecting this Information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

## **30. How we Store this Data**

We create and maintain a governors files. The information contained in this file is kept secure and is only used for purposes directly relevant to your role as a governor. We also keep some information electronically. There is limited access by school staff to this information.

Once your term of office as a governor with us has ended, we will retain this file and delete the information in it in accordance with the Information and Records Management Society's toolkit for schools.

## **31. 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:

- Our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concern;
- The Department for Education;
- Our regulator: Ofsted;
- Central and local government;
- Our auditors;
- Professional advisers and consultants;
- Police forces, courts, tribunals.



## 32. 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.

## 33. Your Rights

### 33.1 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 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 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.

### 33.2 Your Other Rights Regarding Your Data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress;
- Prevent your data being used to send direct marketing;
- Object to the use of your personal data for 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 data protection officer.

### 34. 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 officer.

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

### 35. 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**:

Steven Harrison 01642 483009.

*This notice is based on the Department for Education's model privacy notice for pupils, amended for parents, staff, governors, suppliers, volunteers and visitors and to reflect the way we use data in this school*

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### 36. Privacy Notice for Suppliers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that is held 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 individuals we employ, or otherwise engage, to work at our school.

Kirkleatham Hall School, is the 'data controller' for the purposes of data protection law.

Our data protection officer is Steven Harrison.

### **37. The Personal Data we Hold**

We process data relating to those suppliers we use for providing goods and services to the school. Personal data that we may collect, use, store and share (when appropriate) about you and / or your organisation includes, but is not restricted to:

- Contact details, to include work address, telephone numbers and email;
- Bank Details;
- Company registration number;
- VAT registration number;
- Certified approved provider accreditation for your area of work.

### **38. Why we Use This Data**

The purpose of processing this data is to help us run the school, including to:

- To award contracts for work to you or your organisation;
- For you to receive appropriate information and data in relation to the school;
- To be able to pay you or your organisation for works undertaken or provided to the school;

### **39. Our Lawful Basis for Using This Data.**

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

- comply with a legal obligation
- carry out a task in the public interest

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

- You or your organisation have given us consent to use it in a certain way
- We need to protect you or your organisations vital interests (or someone else's interests)

Where you or your organisation have provided us with 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 school's use of your data.

#### **40. Collecting this Information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

#### **41. How we Store this Data**

We create and maintain a hard copy suppliers file, as well as an electronic copy on our financial management information system, and at the bank. The information contained in this file is kept securely, and is only used for purposes directly relevant to you or your organisation. There is only a small number of the admin team that have access to this information.

We will retain records of your information in it in accordance with the Information and Records Management Society's toolkit for schools.

#### **42. 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:

- Our local authority - to meet our legal obligations to share certain information with it;
- Central and local government;
- Our bank;
- Police forces, courts, tribunals.

#### **43. 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.

## 44. Your Rights

### 44.1 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 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 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 you or your organisations 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.

### 44.2 Your Other Rights Regarding Your and Your Organisations Data

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

- Object to the use of your personal data or your organisations if it would cause, or is causing, damage or distress;
- Prevent your data being used to send direct marketing;
- Object to the use of your personal or your organisations data for decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate 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 data protection officer.

## 45. 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 officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 46. 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**:

Steven Harrison 01642 483009.

*This notice is based on the Department for Education's model privacy notice for pupils, amended for parents, staff, governors, suppliers, volunteers and visitors and to reflect the way we use data in this school*

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## 47. Privacy Notice for Visitors, Students and those on Work Experience in School

Under data protection law, individuals have a right to be informed about how the school uses any personal data that is held 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 individuals we employ, or otherwise engage, to work at our school.

Kirkleatham Hall School, is the 'data controller' for the purposes of data protection law.

Our data protection officer is Steven Harrison.

#### **48. The Personal Data we Hold**

We process data relating to those who visit school for experience in classrooms or attending meetings in the school. Personal data that we may collect, use, store and share (when appropriate) about you and / or your organisation includes, but is not restricted to:

- Contact details, to include address, telephone numbers and email;
- Next of kin contact details;
- DBS.

#### **49. Why we Use This Data**

The purpose of processing this data is to help us run the school, including to:

- For us to contact you when out of school;
- To ensure that we have followed recruitment processes for DBS checks for those in our school;
- Sign you in and check your identity.

#### **50. Our Lawful Basis for Using This Data.**

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

- comply with a legal obligation
- carry out a task in the public interest

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

- You or your organisation have given us consent to use it in a certain way
- We need to protect you or your organisations vital interests (or someone else's interests)

Where you or your organisation have provided us with 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 school's use of your data.

## **51. Collecting this Information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

## **52. How we Store this Data**

We create and maintain a hard copy work experience / student file, as well as an electronic copy on our management information system. For visitors we keep information with in the visitor book. The information contained in these files is kept securely, and is only used for purposes directly relevant to you or your organisation.

There is only a small part of the admin team that have access to this information.

We will retain records of your information in it in accordance with the Information and Records Management Society's toolkit for schools.

## **53. 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:

- Our local authority - to meet our legal obligations to share certain information with it;
- College or university;
- Central and local government;
- Police forces, courts, tribunals.

## **54. 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.

## **55. Your Rights**

### **55.1 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 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 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 you or your organisations 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.

## 55.2 Your Other Rights Regarding Your and Your Organisations Data

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

- Object to the use of your personal data or your organisations if it would cause, or is causing, damage or distress;
- Prevent your data being used to send direct marketing;
- Object to the use of your personal or your organisations data for decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate 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 data protection officer.

## 56. 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 officer.

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

## 57. 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**:

Steven Harrison 01642 483009.

*This notice is based on the Department for Education's model privacy notice for pupils, amended for parents, staff, governors, suppliers, volunteers and visitors and to reflect the way we use data in this school.*