

The Whitby Secondary Partnership

Students and Parents' Privacy Notice

This Privacy Notice has been written to inform parents and pupils of Caedmon College Whitby and Eskdale School about what we do with your personal information. This Notice may be subject to change.

Who are we?

Caedmon College Whitby and Eskdale School are 'Data Controllers' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

Each school in our Federation has appointed Veritau Ltd as its Data Protection Officer (DPO). The role of the DPO is to ensure that each school is compliant with GDPR and to oversee our data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL



HYPERLINK "<mailto:schoolsDPO@veritau.co.uk>" [schools_01609 53 2526](tel:01609532526)

***Please ensure you include the name of the School in all correspondence with the DPO**

What information do we collect?

The categories of information that we collect, hold and share include the following:

- personal information of students and their family members (eg, name, student number, DOB and address)
- educational and assessment attainment (such as KS1 and phonics results, post-16 courses and relevant results)
- free school meal eligibility
- attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- safeguarding information (including but not limited to court orders and professional involvement)
- photographs and communication preferences
- school trips

- Extra-curricular activities.

We will also process certain 'special category' data about our students including:

- relevant medical information - please note that where the student has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff. We may do this in the form of photo identification in the staff room to ensure that all staff are aware of the issue(s) should an emergency situation arise
- special educational needs and disabilities (SEND) information (including the needs and ranking)
- race, ethnicity and religion details
- biometric data, eg, thumbprints for the cashless catering system
- The schools may also have information relating to you or your child's sexual orientation and/or sexual activity. This is not routine and only likely to be collected if there is a safeguarding risk.

Why do we collect your personal data?

We use the information we collect:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details) to meet the statutory duties placed upon us by the DfE
- we also may keep some information for historical and archiving purposes in the public interest.

Any personal data that we process about our pupils and parents is done so in accordance with Article 6 and Article 9 of GDPR:

Our legal basis for processing your personal data, in line with Article 6(1)(c) include:

- Education Act 1944,1996, 2002, 2011
- Education and Adoption Act 2016
- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education and Skills Act 2008
- Children Act 1989, 2004
- Children and Families Act 2014
- Equality Act 2010
- Education (Special Educational Needs) Regulations 2001.

We also process information in accordance with Article 6(e) (public task), Article 6(a) (consent), Article 9 (2)(a) (explicit consent where applicable) and Article 9(2)(g) (reasons of substantial public interest). We mainly collect student information through admission forms and common transfer file or secure file transfer from previous schools. The majority of student information you provide to us is mandatory in line with your parental responsibility – for further details please see the following link:

<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>.

However, some information we ask for on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process it. Where we are processing your personal data, with your consent, you have the right to withdraw that consent. If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting the relevant school office in the first instance.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you (students and parents). We will also process information received from:

- the Department for Education (DfE)
- the Local Education Authority (North Yorkshire County Council)
- previous schools attended
- Eskdale School – as part of our Federation: 'The Whitby Secondary Partnership Federation'.

Who do we share your personal data with?

We routinely share student information with:

- schools/organisations that students attend after leaving us
- our Local Education Authority (North Yorkshire Council) to ensure that they can conduct their statutory duties under the School Admissions Code, including Fair Access Panels
- the Department for Education (DfE)
- National Health Service bodies
- Eskdale School, as our Federation partner in the Whitby Secondary Partnership Federation.

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

We will not share any information about you outside the school, without your consent, unless we have a lawful basis for doing so. For example, we may also share your data with classroom/teaching apps and some websites for the purpose of enhancing pupil learning. Where we do this, we will rely on either Article 6(e) (public task) or Article 6(a) (consent). **Where we rely on Article 6(e) you have the right to object to processing and where we are relying on Article 6(a) you have the right to withdraw that consent at any time. Please see section below on data subject rights.** Once our students reach the age of 13, we also pass information to our Local Authority and/or provider of youth support services, as stipulated under section 507B of the Education Act 1996. The information provided includes addresses, DOB of the student/parents, and any other information necessary for the provision of the service including gender or ethnicity. A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age of 16. Data is securely transferred to the youth support services via a secure email system or in person.

For more information regarding services for young people please visit our Local Authority's website:

<https://www.northyorks.gov.uk/>

How long do we keep your personal data for?

Caedmon College Whitby and Eskdale School will keep your data in line with their Information Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

What rights do you have over your data?

Under the UK GDPR, parents and students have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data; this notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed.

If you have any concerns about the way we have handled your personal data, or would like any further information, then please contact our DPO on the address provided above. Please be aware that usually students are considered to have the mental capacity to understand their own data protection rights from the age of 12 years old. The school may therefore consult with the student if it receives a request to exercise a data protection right from a parent. If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
icocasework@ico.org.
[uk 0303 123 1113](tel:03031231113)

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 24 May 2022.