

## Privacy Notice for Parents/Carers

Under UK data protection, individuals have a right to be informed about the school uses any personal data. The school complies with this requirement by providing privacy notices to inform individuals about how their personal data will be processed.

This privacy notice explains how the school will collect, store and use personal data about children and their families.

### Who processes your information?

Linthwaite Clough JI&EY School is the Data Controller of the personal information you provide. This means the school determines the purpose for which, and the manner in which, any personal data is to be processed.

In some cases, personal data processing will be outsourced to a third party, however this will only be done with your consent, unless the law specifies otherwise. Where the school does outsource to a third party the same data protection principles that the school upholds will apply to the processor/supplier.

Evolution HR Services Ltd is the Data Protection Officer (DPO). Whilst the school remains overall responsibility for Data Protection, the DPO will oversee and monitor the school's data protection procedures, ensuring they are compliant with the Data Protection Act 2018. The DPO can be contacted on 07747 611662 or via email at [info@evolutionhrservices.co.uk](mailto:info@evolutionhrservices.co.uk).

### Why does the school collect personal data on children and their families?

Linthwaite Clough JI&EY School has the legal right to collect and use personal data relating to children and their families. We may also receive information from their previous school, the local authority and/or the Department of Education. The school will collect, use and store this information in order to meet its legal requirements and legitimate interest set out in the UK Data Protection Act 2018, but also the [Education Act 1996, Regulation 5 of the Education \(Information About Individual Pupils\) Regulations 203](#) and the [Children's Act 1989](#).

In accordance with the above, the personal data of children and their families is collected, used and stored for the following reasons:

- To provide free early education and childcare;
- To support pupil learning;
- To monitor and report on pupil progress;
- To provide appropriate pastoral care;
- To assess the quality of our services;
- To comply with the law regarding data sharing;
- To ensure the safety and security of children, staff and visitors;
- To safeguard pupils.

Whilst the majority of personal data collection is mandatory, some of it may be provided to the school on a voluntary basis. If any information is voluntarily supplied, the school, to ensure it complies with UK data protection law, will gain your consent. If consent is required we will

provide you with specific and explicit information in regards to how we will collect this data, how the data will be used and how you can withdraw your consent at any time.

### **What data is collected?**

Personal data that we may collect, use, store and share include, but not limited to:

- Personal information such as, names of both children, their parents or carers and their address and contact details;
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility;
- Attendance information;
- Assessment and attainment information;
- Relevant medical information (such as doctors' information, child health, dental health, allergies, medication and dietary requirements);
- Information relating to special educational needs and disability;
- Behavioural information;
- CCTV;
- Photographs

When collecting data, the school will always inform you if consent is needed.

### **How we collect your data**

We collect and receive data through the online admissions process, this is sent to the school via an encrypted portal by the local authority. Once your admission is processed by the school you will receive some further documentation in your new starter pack, some that is specific to Linthwaite Clough JI&EY School.

### **The lawful basis on how we will use your data**

The school will use a lawful basis to collect, use and store personal data. Most commonly will be to comply with a legal obligation or to carry out a task in the public interest. Less commonly will be if you have given us consent to use the data in a certain way or if the school needs to protect your vital interests, e.g. medical emergency.

Where we process sensitive data, this will be specifically for a substantial public interest. Where this isn't the case we will seek your consent for use.

### **Storing personal data**

Personal data relating to children and their families are stored in line with our Data Protection Policy, found on our website.

Personal information that is no longer needed, or has been/become inaccurate or out of date is disposed of securely. For example, the school will shred paper documents and delete/override electronic files. The school may also use a third-party to securely dispose of records.

## Why the school may share pupil information

The school is required to share pupil's data with the [Department of Education \(DfE\)](#) on a statutory basis. The [National Pupil Database \(NPD\)](#) is managed by the DfE and contains information about pupils in school in England. The school is required to share information with the DfE for statutory data collections, e.g. school census; some of this information is then stored by the NPD.

The DfE may also share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis;
- Providing statistics;
- Providing information, advice or guidance.

The school routinely shares pupils' information with:

- Pupil destinations upon leaving school;
- The local authority;
- The school nurse and national health service.

The school also uses various systems, such as assessment and reporting software, communication system and curriculum software that may process pupil and family information. As the Data Controller the school will ensure that these processors meet and uphold UK data protection standards.

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

## Your rights

### How to access information the school holds about you

Individuals have the right to make a Subject Access Request to gain access to personal information held about them. If you make a Subject Access Request, and the school does hold information on you, the school will:

- Give you a description of it;
- Tell you why the school is holding and processing it, and how long it is kept for;
- Explain where the information came 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 the consequences of this;
- Give you a copy of the information in a legible format.

If you would like to make a subject access request, please contact the office or the DPO.

### Other rights regarding personal data

Individuals have certain rights regarding how their data is used and kept safe. You have the right to:

- Object to the use of your personal data for decisions being taken by automated means
- Have your data correct, if inaccurate, deleted or destroyed if there is no legal reason to keep it and restrict processing;
- Where we are processing data with consent, you have the right to withdraw that consent at any time;
- Claim compensation for damages caused by a breach of data protection principles.

To exercise any of these rights please contact the office or the DPO.

## Complaints

We take complaints very seriously. If you think the collection or use of personal data is unfair, misleading or inappropriate, or have any other concern about data processing, please raise this with the school in the first instance.

Alternatively, you can make a complaint to the Information Commissioners Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Where you can find more information

If you would like to find out more about how we use and store your personal data, please visit our website [www.linthwaiteclough-kirklees.org.uk](http://www.linthwaiteclough-kirklees.org.uk) to view our Data Protection Policy.

To find out more about the pupil information that the school shares with the DfE go to <https://www.gov.uk/education/data-collection-and-census-for-schools>

## Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this notice from time to time. This version was last updated on **24 June 2021**.

## Contact

If you would like to discuss anything in this privacy notice please contact Nikki Barker, Headteacher at Linthwaite Clough JI&EY School, School Road, Scapegoat Hill, Huddersfield HD7 4NU, email [head@scapegoathill.co.uk](mailto:head@scapegoathill.co.uk), telephone 01484 647008.