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# Privacy Notice for Pupils & Parents

Collingwood School

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**Inspired Learning Group**

March 2021

## Key Information

This notice contains the key information about how and why ILG, the School or Nursery collects personal data and what we do with that information.

The School or Nursery is part of Inspired Learning Group (**ILG**). As ILG runs the School or Nursery, it is ultimately responsible for how personal data is handled.

## Data Controller

ILG is registered with the Information Commissioner's Office as the Data Controller for all their Schools and Nurseries.

The Chief Privacy Officer for ILG can be contacted at [cpo@inspiredlearninggroup.co.uk](mailto:cpo@inspiredlearninggroup.co.uk).

For any further information, please contact the Collingwood School and Nursery's Data Protection Co-ordinator, Leigh Hardie.

## Overview

Personal data is information that identifies you or your child as an individual and relates to you or your child.

The School uses your personal data in order to:

- Teach your child and our other pupils;
- Look after your child and others such as other pupils;
- Monitor the behaviour of your child and others and to take action where appropriate;
- Enable ILG to comply with its legal obligations, to assist ILG regarding the management and operation of the School or Nursery and to advance and protect ILG's interests, objects and reputation;
- Fundraise, market and promote the School or Nursery. For example, by using photographs in the prospectus, on the website or in social media; and
- Carry out our obligations and enforce our rights under any contracts with you.

Below are some examples of the different ways in which your personal data is used and where that personal data comes from.

- Admissions or application forms give us lots of personal data about you and your child. We get information from you, your child's teachers and other pupils, and your child's previous school so that we can teach and care for your child.
- We may get information from your child's doctors and other professionals where we need this to look after your child.
- We may have information about specific family circumstances which could affect your child's welfare or happiness.

- We may need to share some information about your child with the government (e.g. the Department for Education). We will need to tell the local authority that your child attends the School, if your child leaves the School or let them know if we have any concerns about your child's welfare.
- We may use photographs or videos of your child for the website and social media sites or prospectus to show prospective pupils, parents and staff what we do and to advertise ILG and the Schools or Nurseries. We may continue to use these photographs and videos after your child has left the School or Nursery.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results following national or other assessments, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing or the achievements of pupils.
- We use CCTV to make sure the School or Nursery site is safe. CCTV may be monitored by external contractors for security and welfare purposes. CCTV is not used in private areas such as changing rooms or toilets.
- We may keep details of your address when your child leaves so we can send them alumni information or find out how they are getting on.
- We will process financial information about you in relation to the payment of fees. In some cases we get information about you from third parties such as credit reference agencies.
- We will send you information to keep you up to date with what is happening at ILG and the School or Nursery. For example, by sending you information about events and activities and the newsletter.
- In accordance with our legal obligations, we will share information with local authorities, the Independent Schools Inspectorate / Ofsted and the Department for Education, for example, where we have any safeguarding concerns.
- If you have unpaid fees we may share information about this with other schools or educational establishments to which you intend to send your child.
- On occasion, we may need to share information with the police, our legal advisors and our insurers.

## Introduction

This Privacy Notice (**Notice**) is to help you understand **how** and **why** ILG, the School or Nursery collects and uses your or your child's personal data and **what** we do with that information. It also explains the decisions that you can make about your or your child's information.

We are giving you this Notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 12) they will be considered mature enough to exercise their own data protection rights.

If you have any questions about this Notice, please contact the Chief Privacy Officer (details on page 2 of this document).

## What is "personal data"?

Personal data is information that we hold about you or your child and which identifies you or your child.

This includes information such as your child's date of birth and address as well as things like exam results, medical details and behaviour records. It includes your contact details, next of kin and financial information. CCTV images, photos and video recordings are also personal data.

### **Where we get personal data from and who we share it with**

We obtain personal data from a number of different sources such as our teachers, members of your family, your child's previous schools and any future school, other pupils and their parents, as well as from people outside of the School or Nursery such as the local authority. We also get a lot of information from you (eg. when you complete the admissions or application form).

We will also share information with these people and other organisations where appropriate. For example if you tell us or we hear about something which has happened at home, we will share this with your child's teacher if relevant.

We use contractors who handle personal data on our behalf for the purposes of providing extra-curricular activities, checking the security of our IT network, using software, apps and websites to help us with teaching and providing pastoral support to our pupils, and third party "cloud computing" services to store some information rather than being stored by the School or Nursery.

The sections below contain further information about where we get personal data from and with whom it is shared.

### **The purposes for which we use personal data and the lawful bases**

Under Data Protection Law, ILG can only use personal data if it has a lawful basis for doing so. The lawful bases that we are relying on when handling your or your child's information are as follows:

- **Legitimate interests:** This means that ILG is using personal data where this is necessary for ILG's legitimate interests or someone else's legitimate interests. Specifically, ILG has a legitimate interest in educating and looking after its pupils, complying with its agreement with you for your child to be at the School, making sure that we are able to enforce our rights against you, investigating if something has gone wrong and protecting, promoting and improving the School or Nursery. The provision of education services includes musical education, physical training or spiritual development, extra-curricular activities to pupils, and monitoring pupils' progress and educational needs. Also so that we can contact you if unpaid school fees are due. Legitimate interests applies to all of the purposes listed above.
- **Public task:** This allows us to use personal data where doing so is necessary in order to perform a task in the public interest. For example, we are performing a task in the public interest to educate and look after its pupils.
- **Legal obligation:** ILG might need to use information in order to comply with a legal obligation, for example, to report a concern to Children's Services or to fulfil our safeguarding duties towards pupils. Occasionally we may have a legal obligation to share personal data with third parties such as the courts, local authorities or the police.

- **Vital interests:** In limited circumstances we may use your child's information to protect your vital interests or the vital interests of someone else. For example, to prevent someone from being seriously harmed or killed.
- **Contract:** We will need to use your information in order to perform our obligations under our contract with you and for you to perform your obligations as well. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is an emergency or a concern. We may also rely on this basis where you have asked us to do something before entering into a contract with us.

ILG has extra obligations in relation to some types of more sensitive personal data. This applies to information about racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, information about sex life or orientation, information about criminal convictions or offences. When ILG handles these types of information it will usually be doing so because:

- It is in the substantial public interest to do so, for example, to provide your child with an education, to look after your child and other pupils, when the Schools or Nurseries are inspected, or to assist ILG in complying with its safeguarding obligations.
- For medical purposes. This includes medical treatment and the management of healthcare services.
- ILG is an employer (e.g. we employ our staff). Also the School will use information to comply with social protection law (e.g. to look after you) and social security laws. Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.
- To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.
- It is necessary for the establishment, exercise or defence of legal claims. For example, this allows us to share information with our legal advisors and insurers.

## **Consent**

We may ask for your consent to use your child's information in certain ways as an alternative to relying on any of the bases in the table above. For example, we may ask for your consent before taking or using some photographs and videos if the photograph or video is more intrusive and we cannot rely on legitimate interests. If we ask for your consent to use your child's personal data you can take back this consent at any time.

Any use of your child's information before you withdraw your consent remains valid. Please speak to your child's School or Nursery if you would like to withdraw any consent given.

## **Sending information to other countries**

In certain circumstances we may send information to countries which do not have the same level of protection for personal data as there is in the UK. For example, we may store information on cloud computer storage based overseas.

### **For how long do we keep information?**

We keep information for as long as we need to in order to educate and look after them. We will keep a lot of information after leaving the School or Nursery, for example, so that we can find out what happened if you make a complaint.

In some cases we may keep information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under Data Protection Law.

### **What decisions can you make about your or your child's information?**

Data protection legislation allows you to exercise a number of rights regarding your or your child's personal data. The rights are as follows:

- **Correction:** if personal data held by ILG about you or your child is incorrect you can ask us to correct it.
- **Access:** you can also ask what personal data we hold about you or your child and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this personal data about you or your child, where it came from and what types of people we have sent it to.
- **Deletion:** you can ask us to delete the personal data that we hold about you or your child in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of personal data to you or to a third party in a format that can be read by computer in certain circumstances. This applies where (a) the information has been provided by you; (b) the basis that we are relying on to process personal data is consent or contract (please see "Our lawful bases for using your information" above); and (c) the personal data is being processed by us on computer.
- **Restriction:** you can request that we restrict how we use your or your child's personal data.
- **Object:** you may object to us using personal data where:
  - we are using it for direct marketing purposes (e.g. to send you an email about a fundraising opportunity);
  - the lawful basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Our lawful bases for using personal data" above;
  - If we ever use personal data for scientific or historical research purposes or statistical purposes.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, should email their request to the Chief Privacy Officer (details on page 2). We will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time limits. You should be aware that certain data is exempt from the right of access.

## Further information and guidance

This Notice is to explain how we look after personal data. The Chief Privacy Officer or Data Protection Co-ordinator can answer any questions which you might have.

Like other organisations we need to keep your child's personal data safe, up to date, only use it for what we said we would, destroy it when we no longer need it and most importantly - treat the personal data we get fairly.

Please contact the Chief Privacy Officer or Data Protection Co-ordinator if:

- you would like to exercise any of your or your child's rights listed above; or
- you would like us to update the information we hold about you or your child; or
- you would prefer that certain information is kept confidential.

If you or your child fails to provide certain information when requested, we may not be able to perform our obligations under the contract we have entered into with you. We may also be prevented from complying with our legal obligations (such as to ensure the welfare of your child and their classmates). Failing to provide information may also adversely affect the education and care we are able to provide to your child.

You have a right to lodge a complaint with a data protection supervisory authority. The supervisory authority in the UK is the Information Commissioner's Office ([ico.org.uk](http://ico.org.uk)). If you do have any concerns about how we have handled you or your child's personal data, we would kindly ask that you contact us in the first instance before you speak to the ICO so that we have an opportunity to put things right.