

## **Student Privacy Notice – Year 9 and Above**

### **Why are we giving you this notice?**

We need to use information about you for a number of reasons.

This notice tells you what information we use about you, why we use it and how we keep it safe. It tells you where we get the information from, our legal grounds for processing it, who we share it with, your rights in relation to it and how to complain if you think we are doing something wrong.

### **Policy Statement**

We are Collingwood College. During your time with us, we will use information that we gather in relation to you for various purposes. This information is known as your personal data and in some cases, it might be known as special category personal data.

Your personal data will include information that we obtain from you, from other people and other organisations. We might need to continue to use or hold your personal data for a while after you have left the College. Anything that we do with your personal data is known as processing it.

### **We process personal data about you such as;**

- Personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- Characteristics (such as languages spoken and free school meal eligibility)
- Attendance (such as sessions attended, number of absences and any previous schools attended)
- Assessment and attainment information and results
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs and CCTV images

We may also process special category personal data about you which are subject to additional safeguards. The types of special category personal data we process may include:

- Characteristics (such as gender, ethnicity/ race and religious beliefs)
- Medical and administration (such as doctors information, health information, medication, reasons for absence and dietary requirements)
- Information relating to keeping you safe (such as safeguarding information, involvement of outside agencies and any court orders)
- Information relating to your welfare and lifestyle choices such as substance abuse or sexual behaviours
- Information relating to any special educational needs or disabilities (such as the needs and any ranking)

### **Where do we get your personal data from?**

We obtain your personal data from the following sources:

- You
- Your peers
- Your parents or carers and other children's parents or carers

- Teachers and other staff
- People from other organisations such as doctors, the Local Authority or other specialist staff who work in our College from time to time

Your personal data is essential for the College's operational use. Whilst the majority of the personal data you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection, whether you are required to provide the information we are asking for or whether you have a choice.

### **Why do we use your personal data?**

We use this information for lots of reasons, including to:

- Support student learning and make sure that we give you a good education
- Monitor and report on student attainment progress
- Provide appropriate pastoral care and make sure we address and support any educational, health or social needs you may have
- Assess the quality of our services
- Keep you safe (including dealing with emergencies involving you)
- Meet the statutory duties placed upon us by the Government and the law
- Make sure everyone is treated fairly and equally
- Celebrate your achievements
- Provide reports and additional information to your parents or carers

Some of these things we have to do by law. Other things we do because we need to, so that we can run the College.

The law provides 6 legal grounds for processing your personal data. The legal grounds we mostly rely on are:

- It is necessary for a legal obligation other than a contract
- It is necessary for a public task or function

Occasionally we will rely on the following legal grounds:

- Consent
- It is necessary for the legitimate interests of the College or a third party who we share the data with as long as there is no prejudice to your legitimate interests.

When we process special category data about you, in addition to relying on one of the legal grounds listed above, we must also rely on one of the special conditions. The special category conditions we mostly rely on are:

- The information has already been made public by you
- It is necessary for legal proceedings and preserving legal rights
- It is necessary for medical purposes of a health professional or other carers subject to the same confidentiality rules as a health professional
- Ethnic monitoring and equal opportunities

Occasionally we will rely on the following special category conditions:

- It is necessary in the vital interests of you or another person
- We have your explicit consent.

## **How long will we keep your personal data?**

We will keep your personal data only for as long as necessary. How long we need to keep it will depend on the type of information. More information relating to this can be found in our Records Retention and Destruction Policy.

## **Who we share your personal data with?**

We may share your personal data with:

- Other schools you may attend or educational institutions you or we may require support from
- The Local Authority to assist them in exercising their responsibilities in relation to education and training, youth support services, training providers and safeguarding agencies
- The Department for Education and the Education, Skills Funding Agency (ESFA) as required by the law
- Contractors, to enable them to provide an effective service to the school, such as Parent Pay and the College catering service provider, Accent Catering.
- The police. To assist them with their enquiries or for the prevention of crime.

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local Authorities may share information that we are required to provide to them with other organisations. For further information about Surrey County Council data sharing process, please contact them.

## **How we keep your information safe?**

- The College systems are backed up regularly
- All staff have unique passwords to access the College network
- There are several levels of access in the College systems and different staff are able to access different levels of information depending on their role therefore they only have access to information they need to fulfil their role and responsibilities
- Staff know how to keep any paper based personal data safe

## **Your rights in relation to your personal data.**

You can access most of the information we have about you via the Portal.

If there is other personal information you wish to see, you can ask the Colleges Data Protection Officer about it. If you wish to do this, you should email [DPO@collingwood.surrey.sch.uk](mailto:DPO@collingwood.surrey.sch.uk)

You have the right to:

- Object to what we are doing with your information (in certain circumstances)
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems

- Claim against the College where you have suffered as a result of the College for breaching your data protection rights (in certain circumstances)

If you feel it necessary to do any of the above, you should email [DPO@collingwood.surrey.sch.uk](mailto:DPO@collingwood.surrey.sch.uk)

We do not have to meet all of your requests but we will let you know where we are unable to do so.

### **Concerns, questions and further information**

If you are concerned about how we are using your personal data, or you have any questions, you should email [DPO@collingwood.surrey.sch.uk](mailto:DPO@collingwood.surrey.sch.uk) to highlight your concerns and questions or, if necessary, you or your parent or carer can contact an outside agency called The Information Commissioner's Office (ICO) who could also help. More information about the ICO can be found at [www.ico.co.uk](http://www.ico.co.uk) however, you should contact the Colleges Data Protection Officer, in the first instance.