

Version	Purpose / Change	Author	Date
1	Document created, in line with current legislation	Chris Delahaye	May 2018
2	Review	Chris Delahaye	September 2019
3	Review	Chris Delahaye	September 2020

Privacy Notice

Spring Hill High School Ltd (company number **11442192**) is registered with Ofsted to provide education. Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them.

This privacy notice explains how we collect, store and use personal data about our pupils.

Why do we collect and use pupil information?

- to support pupil learning and progression.
- to monitor and report on pupil progress.
- to provide appropriate pastoral care and safeguard pupils.
- to assess the quality of our services.
- to comply with the law regarding data sharing

Our legal basis for processing information

In providing learners with our services, Spring Hill High School (“the school”) has a duty to collect, hold and process relevant personal information, which you may provide to us. In order to manage our responsibilities we have a range of policies and procedures (some of which are listed below) to ensure that any personal or sensitive personal information you supply that identifies you is collected under the legal basis below and

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will always be held securely and treated confidentially in line with the applicable regulations:

A. Employees and volunteers-

Performance of a contract. Processing is necessary for the performance of an employment contract

Legitimate interests. We may have a legitimate interest in obtaining and processing certain personal data which does not relate to the performance of an employment contract, for example to ensure a safe recruitment procedure, information is obtained directly through such means as references, testimonials and criminal records (DBS) checks.

B. Learners and third parties-

Legal obligation: We may be legally obliged to process certain data about you, for example in compliance with the Care Act 2014, Education Act 2011 and statutory guidance such as *Keeping Children Safe in Education*.

Public interest: We are obliged to maintain records of behaviour, daily outcomes and other significant events in order to enable the provision of quality care and effectively safeguard young people.

Consent: In limited circumstances (outlined in the table below) we may seek to obtain consent from individuals in order to use their personal information.

What personal information we collect about: a) learners b) employees and c) third parties

A. *Learners.* As a registered education provider, we must collect some personal information on our learners, which may include:

- **Personal information**, such as full name, unique pupil number and address
- **SEN data**, such as SEN status, Education, Health and Care Plans
- **Special Category Data** including data relating to race, ethnicity and languages spoken at home
- **Attendance information** such as sessions attended, absences and reasons for absence)
- **Assessment information** (such as termly subject marks, exam results)
- **Medical information** and details of any support received, including care packages and support plans
- **Behaviour and achievement information** (such as commendations, exclusions)
- **Post-16 learning information** (including courses studied and learning hours)

- **Information about safeguarding concerns**
- **Photographs and moving images**
- **Bank account information** (for 6th formers in receipt of bursary payments only)
- **Technical and activity data**, such as IP address, login data, operating system/platform and the web activity of users within the organisational network
The above is essential to our being able to provide effective pastoral care
- **CCTV footage** students are likely to be captured on CCTV in the outdoor areas of school sites

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

B. *Employees, ex-employees and volunteers.* We operate a safe recruitment policy to comply with the regulations in which all personal information obtained, including CVs and references, is, like learners' information, securely kept, retained and disposed of in line with data protection requirements. All employees are aware of their right to access any information about them. The information we hold about employees and volunteers may include:

- **Financial information**, including bank account details
- **Contact information**, including email address and telephone number
- **Identity information**, such as full name, title, date of birth, gender
- **Technical and activity data**, such as IP address, login data, operating system/platform and the web activity of users within the organisational network
The above is essential to our being able to provide effective care and support.
- **Recruitment data**, such as details of education/qualifications, occupations, work history and experience, referees, nationality, entitlement to work in the UK and Disclosure and barring service (DBS) information
- **Performance Data**, such as performance reviews, development targets and timesheet information
- **Proof of identity and address**
- **Communications data**, such as emails sent and received via the organisational mailing network
- **CCTV footage** employees are likely to be captured on CCTV in the outdoor areas of school sites

- C. *Third parties.* All personal information obtained about others associated with the delivery of the service, including contractors, visitors, etc will be protected in the same ways as information on employees. The information we hold about third parties may include:
- **Identity information**, such as full name, title, date of birth, gender
 - **Contact information**, including email address and telephone number
 - **CCTV footage** visitors to school are likely to be captured on CCTV in the outdoor areas of school sites

The above is essential to our being able to provide effective education, pastoral care and support. The information is contained in individual files (manual and electronic) and other record systems, all of which are subject to strict security and authorised access policies. Personal information that becomes inactive, e.g. from enquiries or prospective learners who do not enrol is also kept securely for as long as it is needed, before being safely disposed of.

Sources of the data we hold

Most of the personal information we hold and process is obtained directly from the individual. In order to provide a quality standard of care and education we may also obtain personal information from professionals and agencies involved in the care and treatment of young people, previous educational placements and examination boards.

How we collect information

The bulk of learners', employees' and thirds parties' personal information is collected directly from them or through form filling, mainly manually, but also electronically for some purposes, e.g. when contacting us through our website.

With learners, we continue to build on the information provided in enquiry and referral forms, and, for example, from needs assessments, which feed into care and support plans.

With employees, personal information is obtained directly through such means as references, testimonials and criminal records (DBS) checks. When recruiting staff, we seek applicants' explicit consent to obtain all the information needed for us to decide to employ them.

All personal information obtained to meet our regulatory requirements will always be treated in line with our explicit consent, data protection and confidentiality policies.

Information captured by our CCTV systems is limited to access by one specified person and shall only be distributed to competent authorities e.g. the police in the event of investigation into criminal activity. More information (retention periods etc) can be found in our *CCTV policy*.

What we do with personal information

Personal or sensitive information is used by us to support a range of different purposes and activities, listed in the table below. Please note we may process your personal or sensitive information using more than one lawful basis, depending on the specific activity involved. Your personal and sensitive information will not be disclosed or shared for any other purpose. If we intend to obtain further personal information on employees directly or indirectly, employees will be informed prior to obtainment.

Purpose/ Activity	Type of Data	Lawful Basis
Provision of a person-centred care and education service which meets all regulatory standards and requirements	Identity Contact Financial Contact and Communications Special category data	Legal obligation Public interest Performance of a contract
Ensuring a safe recruitment procedure and manage working relationships, including job role and responsibilities, salary payments, performance management, training and disciplinary and grievance procedures	Identity Contact Technical Financial Recruitment Performance DBS criminal checks	Legitimate interests Performance of a contract
Safeguarding the vital interests of young people and others	Identity Contact DBS criminal checks Special category data	Public interest Legal obligation
Education and assessment provision for the public benefit, including the support and mentoring of young people	Pupil data Technical Financial	Legal obligation Public interest

Indicating possible criminal acts or threats to security	CCTV footage (video)	Legitimate interests
Protecting the security of personal and special category data and protecting students from accessing inappropriate or illegal content by securing and monitoring activity within our network, internet and email.	Technical Contact	Legitimate interests
The development of promotional materials displayed on corporate website, newsletters etc	Identity Pupil data	Consent

Personal or sensitive information will not be disclosed or shared for any other purpose. If we intend to obtain further personal information on employees directly or indirectly, employees will be informed prior to obtainment.

How we keep your information safe

As already stated, we have a range of policies that enable us to comply with all data protection requirements. These can be provided for you to read. Foremost are:

- Data Protection Policy
- Information Security Policy
- CCTV Policy

Your rights as a data subject

- 1) Right to be informed, at the time of collection of information
- 2) Right of Access, including both the information and how we may have used it
- 3) Right to have inaccurate information amended
- 4) Right to erasure ('be forgotten') providing there are no legitimate or legal grounds for continued processing
- 5) Right to restrict processing for a period to allow us to verify the accuracy of data or demonstrate our legitimate grounds for processing
- 6) Right to have your information sent to another organisation
- 7) Right to lodge a complaint with the supervisory authority

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How long we keep information

Data held is only retained for as long as is necessary to perform the functions outlined above. It is then confidentially destroyed and/or deleted.

Different kinds of pupil information are retained by the organisation for different lengths of time (short term, meaning 1 month from an event happening, medium term meaning for 1 year from the student leaving the school, or long term meaning for 5 years from the student leaving the school.

Safeguarding information is considered 'very long term' and is retained until a student is 25 years of age. The reason for this is that all data on the safeguarding file potentially forms part of an important story that may be needed retrospectively for many years. The elements of a pupil file needed to identify children (name , address) are also needed to be retained separately along with these records.

More detailed information on our retention schedule may be found in our data protection policy (Appendix 3)

With whom we might share information

We routinely share pupil information with:

- educational institutions that pupils attend after leaving us
- the local authority (for admissions, exclusions etc.)
- the Department for Education (DfE)
- the NHS, including CAMHS (for referrals, vaccinations etc)
- the Police and Social Services (where there are safeguarding concerns)
- exam boards

The only exceptions to this general rule would be where we are required by law to provide information, e.g. the secure transmission of CCTV footage to help with a criminal investigation. Even when seeking to notify a local authority of a safeguarding matter, Ofsted or the Care Quality Commission of an incident that requires us to notify it, we would only do so with consent or ensure that the information provided is treated in confidence.

Where we provide information for statistical purposes, the information is aggregated and provided anonymously so that there is no privacy risk involved in its use.

How we keep our privacy policies up to date

The staff appointed to control and process personal information in our homes are delegated to assess all privacy risks continuously and to carry out comprehensive reviews of our data protection policies, procedures and protocols at least annually.

How you can access information

If you wish to exercise your rights or ask a question about your data, contact our designated Data Protection Officer using the contact information below.

Chris Delahaye

Data Protection Officer

cdelahaye@springhillhighschool.co.uk

0121 448 3001

How to complain to the Information Commissioner's Office

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113