



PRIVACY NOTICE - Data Protection Act 1998 (Updated 25.05.18)

for

Woolley Wood School

Woolley Wood School is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We collect personal information in a variety of ways e.g. via paper or online forms, by telephone or in face to face meetings, by email and letters. We also record images of people through CCTV. We will inform you how we are processing your data by issuing you with a privacy notice, privacy statement or fair processing notice, to explain to you what we are doing with your information and why.

This information may have been provided directly by you, your representative, a member of staff or by another organisation where there is a legal reason for them to share your information with us.

We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information about you that we hold and/or share, please contact

Vicky Ollerenshaw, Business Manager

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.sheffield.gov.uk> ² and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- **First Point, Sheffield City Council, Howden House, 1 Union Street, Sheffield, S1 2SH**

- Public Communications Unit
- Department for Education
- Sanctuary Buildings
- Great Smith Street
- London
- SW1P 3BT
- Website: www.education.gov.uk
- email: <http://www.education.gov.uk/help/contactus>
- Telephone: 0370 000 2288

Sharing your information

Where necessary, we may share your information with other organisations and partners that provide services on our behalf such as the NHS and Sheffield City Council departments.

In such cases, we only provide the minimum information necessary to enable them to provide services to you and it is done with either the relevant contracts and/or information sharing agreements in place. These organisations are required to retain your information in a secure manner and only use it to undertake the services they provide to you on our behalf.

How long we keep information for

This varies depending on the type of information, as well as the legal requirements and reason we are keeping the information. In some instances the law sets the length of time information has to be kept. We also have retention and disposal schedules which give details about how long we need to keep different types of information.

Your legal rights

When we collect personal data from you, we will tell you how we are going to use your data. Where we process your information, you have a number of rights under Data Protection law (outlined in this document).

The right to be informed

You have the right to be told how your personal information will be processed. This right applies whether or not you supply your information to us, or whether we obtain your information from a third party.

The right of access to your personal data

You have the right to ask for access to the personal information held about you. This is also known as making a 'Subject Access Request'.

The right to rectification of your personal information

If you notice that your personal information is inaccurate or incomplete, you have the right to ask for this to be rectified.

We will always comply with a request for rectification, unless there is a legal reason why we can't (for example, if the information held is for evidential purposes and was accurate at the time of collection). Where we can't rectify your information we will provide an explanation why.

The right to have your personal data erased

You have the right to ask for any information held about you to be erased. We must legally erase any information where there is no compelling reason for us to be processing it. Where we cannot comply with a request to erase your information, we will explain this to you.

The right to restrict the processing of your personal data

You have the right to ask for the processing of your personal data to be blocked or suppressed. This right is similar to asking for your data to be erased, but in this instance, it means that we can only store/hold your information and can't process it in any other way.

Examples of this would be:

- where you have contested the accuracy of your information and processing is restricted until it's accuracy is verified
- where you have objected to processing and we are considering the legal implications of complying with your request
- where we no longer require the information but you have specifically asked that we keep it to enable you to seek legal advice or for legal proceedings

Where we cannot comply with a request for restriction of processing because there is a legal reason not to, we will fully explain this to you.

The right to object to certain types of processing

You have the right to object to certain types of processing of your personal information. If you object to the processing of your information and there is a legal reason why we cannot comply, we will explain this to you.

The right to ask for your data to be sent to another organisation (data portability)

There are some limited circumstances where you have the right to ask us to transfer your personal data to another organisation. However to exercise this right the following criteria must apply:

- you must have given your information to us directly
- we must only be processing your data solely on the basis that you have given your consent or we are processing it to fulfil a contract. (please note, if we are processing your information to fulfil a public task, this right does not apply)
- the processing of the data is carried out by automatic means (ie it is only processed by a computer system with no human intervention)

We do not believe that any type of processing that we carry out would fall within these criteria, however, we will always comply with requests from you to transfer your data where possible.

When we can't comply with a request

There are some circumstances where other laws prevent us from complying with some of your rights and where this is the case, we will endeavour to fully explain this to you providing the reasons why. To exercise any of the rights above, you can contact the Data Protection Officer.

How to make a complaint

If you are unhappy about the way your personal data has been handled, you can make a formal complaint about the service, or complain directly to the Information Commissioner's office.