

Lowca Community School Privacy Notices

Privacy notice for pupils

You have a legal right to be informed about how our school uses any personal information that we hold about you. To follow the legal rules, we give you a 'privacy notice' to show you what data we have, why we have and where it is kept.

Our school, Lowca School, is the data controller for all of the information we have about you. To check that we are following all of the right rules, we have a data protection officer. This is Carol Ormerod and she is the School administrator.

We hold some personal information about you to make sure we can help you learn and look after you at school.

What we hold:

- Your name
- Your address
- Your unique pupil number
- Your nationality (which country you were born in)
- Your attendance at school and reasons
- Your behaviour at school and reasons
- Your medical needs
- Your free school meals
- Your special educational needs
- Your assessments and progress

Why we use this data:

We use this data to help run the school, including to:

- Help us do our jobs within school as a headteacher, teacher and teaching assistant
- Get in touch with you and your parents when we need to
- Check how you're doing in tests and work out whether you or your teachers need any extra help
- To help you with your medical needs, if you have asthma or an allergy
- To make sure that you make progress with your learning

- To ensure that we spend the school money in the right way if you have access to free school meals
- To support any specific learning or behaviour needs
- To look after your well being

Where we keep your data:

Most of your data is kept with Mrs. Ormerod and the other staff in the office Caitlyn Plaice.

We store your data on our computers and this is backed up to Gemini our IT support .Some of you data is stored in files and these are kept in the office. Files that are private and confidential about you are kept in the office locked cupboard.

Your teachers will also have some data about you and they keep this on their laptops. Their laptops have a password so it is difficult for anyone but your teacher to see your information.

Our legal basis for using your data:

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to follow the law
- We need to use it to carry out a task in the public interest which is our job as a head teacher, teacher or teaching assistant, in order to provide you with an education.

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may take it away at any time.

We need to get your permission for things like:

- Using your photographs on our school website
- Using your photograph in a newspaper
- Sharing allergy/medical advice with need to know staff

Who we share your data with:

Sometimes in school, we have to share your data with other people but we have to have a good reason for doing this: We have to share it with:

- The Local Authority (Cumbria County Council) where the school is or where you live
- The Department for Education (Government)- such as your SATs results
- The School Nurse/Doctor to help you with any medical needs
- The police, social services or courts if we are requested to
- Your next school so that they know about your learning and can continue to help you

How long do we keep your data for?

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We have a policy which is called a retention policy and this tells us how long we must keep information about pupils in our school.

National Pupil Database:

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into numbers. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

Your rights:

How to access personal information we hold about you

Your parents can find out if we hold any personal information about you, and how we use it, by making a 'subject access request'.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Give you a copy of the information

If you want to make a request you have to tell Mrs Crawford in a letter what information you would like.

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you leaflets (marketing information)
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or limit our use of it
- Claim compensation (money) if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting Mrs Crawford who will speak to the data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

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

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer : Carol Ormerod or the headteacher: Mrs Crawford on the school number:01946372656

This notice is based on the Department for Education's model privacy notice for pupils, amended to reflect the way we use data in this school.

Privacy notice for workforce and governors

Lowca Community School is the data controller for the personal information collected. Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them.

This Privacy notice explains how Lowca Community School collects, processes, holds and shares personal data about individuals we employ or otherwise engage to work in our school/organisation, in-line with our statutory responsibilities.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees and service providers in the performance of their duties.

1. Information that we collect, process and use

- personal information (such as name, employee or teacher number, national insurance number, bank account, address, contact details, date of birth, next of kin and emergency contacts, nationality and entitlement to work in the UK, criminal record check);
- special categories of data for equal opportunities monitoring including characteristics information such as gender, age, ethnic group and disability;
- contract information (such as the terms and conditions of employment; start dates, hours and days worked, post, tax, roles and salary / remuneration, including entitlement to benefits such as pensions);

- work absence information and annual leave (such as number of absences, including sickness absence, special leave and sabbaticals and the reasons for the leave);
- leave records (including maternity, paternity, adoption parental and shared parental leave);
- details of your qualifications (and, where relevant, subjects taught), skills, experience and employment history, including start and end dates, with previous employers;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including performance improvement plans and related correspondence;
- information about medical or health conditions, including disability for which the organisation needs to make reasonable adjustments;
- details of trade union membership;
- copy of driving licence and passport;
- photographs (for example, ID cards, staff photo for the website and school notice board, recruitment packs etc);
- data about your use of the schools' information and communication system.

We collect this information in a variety of ways. For example, data is collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments (for example, team development/appraisals).

In some cases, we collect personal data about you from third parties. For example, references supplied by former employers and/or information from criminal records checks (known as DBS checks) permitted by law.

2. Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed;

- improve the management of workforce data across the education sector;
- to enable us to meet our contractual and legal obligations,
- processing of teachers' pension and run recruitment and promotion processes and provide references on request for current and former employees;
- maintain accurate and up-to-date employment records;
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils;
- support effective performance management in line with the schools' statutory duty;
- inform our recruitment and retention policies;
- allow better financial modelling and planning;
- enable equalities and equal opportunities monitoring;
- support the work of the School Teachers' Review Body (Regulatory Body).

3. The lawful basis on which we process this information

Personal information is collected from you in order to meet and discharge our contractual obligations and statutory duties as your employer.

If you fail to provide the personal information requested, amongst other things we may not be able to provide you with employment or a service for which you may be entitled/requested.

The legal basis for the use of your personal data will be one or more of the following:

- to satisfy our legal obligations and statutory duties as your employer.
- to carry out a task in the public interest or in the exercise of official authority in our capacity as a school.
- to meet our contractual obligations in relation to your statement of employment contract with us.

4. Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are

required to provide certain school workforce information to us or if you have a choice in this.

5. Storing this information

Data is stored in a range of different places, included in your school personnel file, on the single central record, SIMS, the IT system of the schools HR and Payroll provider, and in other IT systems (including the schools email system). The information is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete information in it in accordance with the School's Records Management Policy / retention policy.

6. Who we share your information with

We do not share information about you without your consent unless the law and our policies allow us to do so.

We may share your personal information with the following organisations...

Our Local Authority

Cumbria County Council

The Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment. The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005. For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Census information

We may also share your information, with the following:

- Your family or representatives
- Police forces, courts, tribunals
- Financial Organisations - for example, completing mortgage reference forms

Contact details

(1) Ofsted

ICT support and services provided via LGfL
Capita SIMS employee records.
Disclosure and Barring Service (DBS checks)
HCSS (budget planning)
Evolve (accident/incident reporting)

7. Requesting access to your personal data

You can ask for a copy of the data we hold about you by making a 'subject access request'.

In some circumstances you may also have the right to ask:

- us to restrict the processing of your personal data until any errors are corrected,
- to object to our processing or transferring of your personal data.
- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern or query about the way we are collecting or using your personal data, we ask that you raise your concern/query with us in the first instance on the contact details below. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

8. Further information

If you would like further information about how we process your personal data and your rights please contact our Data Protection Officer:

Carol Ormerod