

Parent / Carer Privacy Notice

Policy Statement

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

This notice tells you what information we process about you, why we process 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.

Your personal data will include information that we obtain from you directly, from other people and other organisations. We might need to continue to use or hold your personal data for a while after your child has 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, contact details and address)
- Characteristics (such as languages spoken, marital/ relationship status)
- CCTV images and photographs obtained when you attend the College site
- Financial details (such as bank account or credit card details), and other financial details such as eligibility for your child to receive free school meals or other financial assistance
- Your relationship to your child, including any Court Orders that may be in place

We may also process special categories of personal data such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs and information about health. These types of personal data are subject to additional safeguards under Data Protection Legislation.

Where do we get your personal data from?

We will obtain your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins the College, your child, our staff and when you attend the College site and are captured by our CCTV system.

We may also obtain information about you from other sources such as the local authority or other professionals or bodies such as a court who may raise concerns in relation to your child.

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 will process your personal data for the following reasons:

- Where we are required by law, including to:

- Provide reports and other information required by law in relation to the performance of your child
 - Raise or address any concerns about safeguarding
 - Share information to Government agencies including the police
 - Obtain relevant funding for the school
 - Provide or obtain additional services including advice and/or support for your family
- Where the law otherwise allows us to process the personal data as part of our functions as a College or we are carrying out a task in the public interest, including to:
 - Confirm your identity
 - Communicate matters relating to the College to you
 - Safeguard you, our pupils and other individuals
 - Enable payments to be made by you to the College
 - Ensure the safety of individuals on the College site
 - Aid in the prevention and detection of crime

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 personal 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.

Failure to provide information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

How long will we hold your personal data for?

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 about this can be found in our Records Retention and Destruction Policy.

Who we share your personal data with?

We routinely share information about you with:

- Other schools 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 and 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 to keep any paper based personal data safe and secure

Your rights in relation to your personal data held by us

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

Please refer to our Data Protection Policy for further details on making requests for access to your personal data.

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

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 Louise Warren, the Colleges Data Protection Officer at DPO@collingwood.surrey.sch.uk to highlight your concerns and questions or, if necessary, you 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 however, you should contact the Colleges Data Protection Officer, in the first instance.