

Privacy Notice: Parents - use of your child's personal data

Under data protection law, individuals have a right to be informed about how Gildredge House uses any personal data that we hold about them. We comply with this right by providing Privacy Notices to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about [students](#).

Gildredge House processes personal information about its students and is a 'data controller' for the purposes of data protection legislation. Our Data Protection Officer (DPO) is East Sussex County Council (see 'Contact us' below).

Gildredge House collects information from students, and may receive information about students from a previous school and the Learning Records Service. If students are enrolling for post-14 qualifications, the Learning Records Service will give Gildredge House students a unique learner number (ULN) and may also provide details of any learning that students have done in the past, or any qualifications they may have.

The personal data we hold

The categories of student information that Gildredge House collects, holds and shares includes:

- personal information such as name, unique pupil number (UPN) and address;
- characteristics such as ethnic background, language, nationality, country of birth, free school meal eligibility or special educational needs;
- contact details, contact preferences, date of birth, and identification documents;
- details of any medical conditions, including physical and mental health;
- attendance information such as sessions attended, number of absences and absence reasons;
- exclusion and behavioural information;
- results of internal assessments and externally set tests and examinations;
- student and curricular records;
- post-16 learning information;
- safeguarding information;
- details of any support received, including care packages, plans and support providers;
- photographs and videos;
- CCTV images captured in school.

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

Why we use this data

Gildredge House collects and uses this information to:

- support student learning;
- monitor and report on student progress;
- provide appropriate pastoral care;
- protect student welfare;
- administer admissions waiting lists;
- assess the quality of our services;
- carry out research; and
- comply with the law regarding data sharing.

Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation; or
- we need it to perform an official task in the public interest.

Less commonly, we may also process students' personal data in situations where:

- we have obtained consent to use it in a certain way; or
- we need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students while they are attending Gildredge House. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Records Management Schedule sets out how long we keep information about students. A copy of the school's Records Management Schedule is available on request from the School Office.

Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

- our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- the Department for Education (DfE) - we share students' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our students with the DfE under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.
- the student's family and representatives - we may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations, or in connection with school fees.
- other schools - if your child leaves us to attend another school we may need to provide that school with information about you. For example, details of family circumstances for safeguarding reasons.
- suppliers and service providers - to enable them to provide the service we have contracted them for.
- emergency services - we may need to share information if there is an emergency, for example, if you or your child is hurt while on school premises.
- insurers - for example, where there is a serious incident at the school.
- educators and examining bodies

- our regulator, Ofsted
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- health authorities
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- Police forces, courts, tribunals
- professional bodies

Youth Support Services

Students aged 13+

Once our students reach the age of 13, Gildredge House is legally required to pass on certain information about them to the local authority and / or provider of youth support services as they have legal responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This information enables them to provide youth support services, post-16 education and training services, and careers advisers.

A parent or guardian can contact our Data Protection Officer to request that we only pass their child's name, address and date of birth to their local authority or provider of youth support services. This right is transferred to the student once he / she reaches the age 16.

For more information about services for young people, please visit the local authority website.

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have legal responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This information enables them to provide youth support services, post-16 education and training services, and careers advisers.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

National Pupil Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census and early years' census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department for Education. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and examination boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data.

For more information, see the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Parents and students' rights regarding personal data

Individuals have a right to make a Subject Access Request to gain access to personal information that the school holds about them.

Parents can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- give you a description of it;
- tell you why we are holding and processing it, and how long we will keep it for;
- explain where we got it from, if not from you or your child;
- tell you who it has been, or will be, shared with;
- let you know whether any automated decision-making is being applied to the data, and any consequences of this; and
- give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please use our Subject Access Request Template Letter.

Parents also have a legal right to access to their child's educational record. To request access, please contact Mrs K Lamprell, Data Protection Co-ordinator.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress;
- prevent it being used to send direct marketing;
- object to decisions being taken by automated means (by a computer or machine, rather than by a person);
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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:

- East Sussex County Council - CS.DPA@eastsussex.gov.uk

This notice is based on the [Department for Education's model privacy notice for students, amended for parents and to reflect the way we use data in this school.](#)