



# Ashlawn School

## Privacy Notice

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# 1. Privacy notice for parents and carers

Under data protection law, individuals have a right to be informed about how Ashlawn School uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

We, Ashlawn School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is provided by Warwickshire Legal Services.

## What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

We may also collect, hold and share the following "**special categories**" of more sensitive personal information:

- information such as gender, age, ethnic group, religious belief, sexual orientation
- information about health, including any medical condition, health and sickness

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons, we must also be satisfied that one of the following additional lawful reasons applies:

1. Explicit consent of the data subject
2. Processing relates to personal data which is manifestly made public by the data subject
3. Necessary for establishing, exercising or defending legal claims
4. Necessary for reasons of substantial public interest
5. Necessary for preventative or occupational medicine, or for reasons of public interest in the area of public health
6. Necessary for archiving, historical research or statistical purposes in the public interest

## The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

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

## Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

## Our legal basis for using this data

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

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

We may also process pupils' personal data in situations where:

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

Where we have obtained consent to use pupils' 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 pupils' 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 pupils 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 pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

The school which the pupil attended until statutory school leaving age is responsible for retaining the pupil record until the pupil reaches the age of 25 years.

## Data sharing

We do not share information about pupils 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 pupils with, but not limited to, the following:

Third Parties	Reason for Processing	Legal Basis	Type of Information
Warwickshire County Council / Warwickshire Educational Services	Such as safeguarding concerns, exclusions, third party service provision	Public task	Name, age, date of birth, gender, unique pupil number, address

Essex Educational Services and Evolve	To manage, process and record school visit and trip data	Consent	Name
Central and local government	Such as safeguarding concerns, exclusions, third party service provision	Public task	Name, age, date of birth, gender, unique pupil number, address
The Department for Education	Census data	Public task	Name, age, date of birth, gender, unique pupil number
Education and Skills Funding Agency	Funding	Public task	Name, age, date of birth, gender, unique pupil number, FSM
The pupil's family and representatives	Sharing progress and data, pastoral care, securing engagement, trips/visits, complaints, referrals to third party services, seek consent	Consent	Name, age, date of birth, gender, address, medical information
Pupil referral services to support learning and pastoral care	Third party service providers such as Reach/Camhs/Marf	Public task	Name, age, date of birth, gender, unique pupil number, address, medical information
Pupil records services	Third party service providers such as The Learning Records Service	Public task	Name, unique pupil number
Other educational providers such as our curriculum partner schools or services which offer alternative educational provision	Third party service providers such as Warwickshire College, Guilsborough School	Public task	Name, age, date of birth, gender, unique pupil number, medical information
Educators, examining bodies and associated data transfer systems for access arrangements and data transfers to awarding bodies	Third party service providers such as examination boards, testing organisation, awarding bodies, examination regulators and The School Performance Data Unit	Public task	Name, age, date of birth, gender, unique pupil number
Admissions	Third party service providers such as Clerks Associates who manage admission appeals	Public task	Name, age, date of birth, gender, address, medical information, photograph
Destinations data transfers	Third party service providers who monitor post-16 provision and performance	Public task	Name, age, date of birth, gender, qualification outcomes
Provision from contracted service providers	Third party service providers such as Sims, Edulink, Study Bugs and SISRA, GL Assessments	Public task	Name, age, date of birth, gender, home address, photograph; name of parent(s)/carer(s);

			ethnicity; unique pupil number, medical information, SEN and FSM/PP designations; assessment, behavior and attendance history
To enable provision from contracted service providers	Third party service providers such as Kerboodle; Hegarty Maths; MathsWatch; My Maths; Complete Maths; Times Table Rock Stars; GCSEPod; Wix; Viva; Educake; KUDOS, Eclipse Library Service; Prospect for careers advice and guidance	Public task	Name/ username; date of birth; name of school
Website and wireless services	Third party service providers for such as Google/Drive, Smoothwall and Meraki	Public task	Internet history
Financial organisations	Third party service providers such as BioStore (cashless system) and ParentPay	Public task	Biometric fingerprint, name, address, photograph
Our auditors	Third party service providers who audit the school's finances	Public task	Name
Health authorities	Third party service providers such as the NHS	Vital Interests	Name, address, age, date of birth, next of kin, medical information, SEN
Security organisations	Third party service providers for example for CCTV	Public task	Photograph, visual image
Health and social welfare organisations	Third party service providers to support the pastoral, medical and SEND care and provision	Public task or Vital Interests (if the individual is unable to give their consent)	Name, address, age, date of birth, next of kin, medical information
Public Health England	NHS Test and Trace	Public task	Name, date of birth, year group, parent's contact number, COVID-19 test results
Professional advisers and consultants	Third party service providers such as behaviour, attendance and counselling services	Public task	Name, SEN and FSM information,
Police forces, courts, tribunals	Third party legal or regulatory organisations	Public task	Name, address, age, date of birth, next of kin, medical information, SEN, FSM

Colleges and Universities	Post-16 provision, for example university open day visits or interviews	Public task	Name, address, age, date of birth, qualification outcomes
Tour operators for trips and visits	Third party service providers to enable trips and school visits to occur, for example PGL, Rayburn Tours, World Challenge	Consent	Name, address, age,
Work experience placement organisations	For example where references are required or where a work experience placement is being organised	Public task	Name, address, age, medical, SEN
Emailing and texting services to communicate with parents	Third party service providers such as Click Send and Google Guardian	Public task	Name, phone number, email address

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

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 exam 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 about how they will use the data.

For more information, see the Department'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.

### **Youth support services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to Warwickshire County Council and other third party youth support services as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Warwickshire County Council and other third party youth support services.

### **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.

### **Parents and pupils' 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/carers 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 13), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

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 from where it originated, if not from you or your child
- Tell you with whom it has been, or will be, shared
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- 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 contact Ashlawn School

Parents/carers also do not have an automatic legal right to access to their child's **educational record** as Ashlawn School is an academy. However, where ever possible we support parents/carers request to access their child's educational record. To request access, please contact Ashlawn School.

## 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 Ashlawn School's Headteacher.

## 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 the Headteacher at Ashlawn School in the first instance.

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

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Ashlawn School's Headteacher at the school

## 2. 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 comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

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

We, Ashlawn School are the 'data controller' for the purposes of data protection law.

We commission Warwickshire Legal Services for data protection advice, guidance and compliance

### The personal data we hold

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

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes, but is not limited to:

- Your contact details
- Your family details
- Whether your family is eligible for financial assistance (for example Pupil Premium Funding and Free School Meals)
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions (past or present)
- Photographs
- CCTV images captured in school

We may also collect, hold and share the following “**special categories**” of more sensitive personal information:

- information such as gender, age, ethnic group, religious belief, sexual orientation
- information about your health, including any medical condition, health and sickness

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons, we must also be satisfied that one of the following additional lawful reasons applies:

1. Explicit consent of the data subject
2. Processing relates to personal data which is manifestly made public by the data subject
3. Necessary for establishing, exercising or defending legal claims
4. Necessary for reasons of substantial public interest
5. Necessary for preventative or occupational medicine, or for reasons of public interest in the area of public health
6. Necessary for archiving, historical research or statistical purposes in the public interest

### Why we use this data

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

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you need any extra help

- Track how well the school as a whole is performing
- Look after your well-being and safety and the well-being and safety of others
- Ensure that our school policies and practices are adhered to
- Meet our legal and legitimate obligations as a school and educational provider
- Offer you services through third party providers (such as access to the internet, sharing your details with examination boards and offering you educational visits and trips)

## **Our legal basis for using this 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 comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)
- Fulfil our legitimate function as a school and educational provider

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 withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

## **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

## **How we store this data**

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 or where you may request us to write a reference to a prospective employer.

The school which the pupil attended until statutory school leaving age 7 is responsible for retaining the pupil record until the pupil reaches the age of 25 years.

There are some instances where we need to keep some of your information until you have reached the age of 21. Where this is necessary your details will be kept securely archived and will only be accessed if and where the need arises. After this period of time has elapsed your details will be securely destroyed through a data-shredding service.

## **Data sharing**

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies permit us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

<b>Third Parties</b>	<b>Reason for Processing</b>	<b>Legal Basis</b>	<b>Type of Information</b>
Warwickshire County Council / Warwickshire Educational Services	Such as safeguarding concerns, exclusions, third party service provision	Public task	Name, age, date of birth, gender, unique pupil number, address
Essex Educational Services and Evolve	To manage, process and record school visit and trip data	Consent	Name
Central and local government	Such as safeguarding concerns, exclusions, third party service provision	Public task	Name, age, date of birth, gender, unique pupil number, address
The Department for Education	Census data	Public task	Name, age, date of birth, gender, unique pupil number
Education and Skills Funding Agency	Funding	Public task	Name, age, date of birth, gender, unique pupil number, FSM
The pupil's family and representatives	Sharing progress and data, pastoral care, securing engagement, trips/visits, complaints, referrals to third party services, seek consent	Consent	Name, age, date of birth, gender, address, medical information
Pupil referral services to support learning and pastoral care	Third party service providers such as Reach/Camhs/Marf	Public task	Name, age, date of birth, gender, unique pupil number, address, medical information
Pupil records services	Third party service providers such as The Learning Records Service	Public task	Name, unique pupil number
Other educational providers such as our curriculum partner schools or services which offer alternative educational provision	Third party service providers such as Warwickshire College, Guilsborough School	Public task	Name, age, date of birth, gender, unique pupil number, medical information
Educators, examining bodies and associated data transfer systems for access arrangements and data transfers to awarding bodies	Third party service providers such as examination boards, testing organisation, awarding bodies, examination regulators and The School Performance Data Unit	Public task	Name, age, date of birth, gender, unique pupil number
Admissions	Third party service providers such as Clerks Associates who manage admission appeals	Public task	Name, age, date of birth, gender, address, medical information, photograph

Destinations data transfers	Third party service providers who monitor post-16 provision and performance	Public task	Name, age, date of birth, gender, qualification outcomes
Provision from contracted service providers	Third party service providers such as Sims, Edulink, GL Assessments, Study Bugs and SISRA	Public task	Name, age, date of birth, gender, home address, photograph; name of parent(s)/carer(s); ethnicity; unique pupil number, medical information, SEN and FSM/PP designations; assessment, behavior and attendance history
To enable provision from contracted service providers	Third party service providers such as Kerboodle; Hegarty Maths; MathsWatch; My Maths; Complete Maths; Times Table Rock Stars; GCSEPod; Wix; Viva; Educake; KUDOS, Eclipse Library Service; Prospect for careers advice and guidance	Public task	Name/ username; date of birth; name of school
Website and wireless services,	Third party service providers for such as Google/Drive, Smoothwall and Meraki	Public task	Name/ username Internet history
Financial organisations	Third party service providers such as BioStore (cashless system) and ParentPay	Public task	Biometric fingerprint, name, address, photograph
Our auditors	Third party service providers such as Daines	Public task	Name
Health authorities	Third party service providers such as the NHS	Consent or Vital Interests (if the individual is unable to give their consent)	Name, address, age, date of birth, next of kin, medical information
Public Health England	NHS Test and Trace	Public task	Name, date of birth, year group, parent's contact number, COVID-19 test results
Security organisations	Third party service providers for example for CCTV	Public task	Image
Health and social welfare organisations	Third party service providers to support the pastoral, medical and SEND care and provision	Consent or Vital Interests (if the individual is unable to give their consent)	Name, address, age, date of birth, medical, SEN

Professional advisers and consultants	Third party service providers such as behaviour, attendance and counselling services	Public task	Name, address, age, SEN, FSM
Police forces, courts, tribunals	Third party legal or regulatory organisations	Public task	Name, address, age, medical, SEN, attendance
Colleges and Universities	Post-16 provision, for example university open day visits or interviews	Public task	Name, age, gender, date of birth, qualification outcomes
Tour operators for trips and visits	Third party service providers to enable trips and school visits to occur, for example PGL, Rayburn Tours, World Challenge	Consent	Name, passport, age, date of birth, nationality
Work experience placement organisations	For example where references are required or where a work experience placement is being organised	Public task	Name, age, address, medical, SEN
Emailing and texting services to communicate with parents	Third party service providers such as Click Send and Google Guardian	Public task	Name, phone number, email address

### **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 statistics. 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.

### **Youth support services**

Once you reach the age of 13, we are legally required to pass on certain information about you to Warwickshire County Council and other third party youth support services as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact Ashlawn School's Headteacher to ask us to only pass your name, address and date of birth.

## Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## Your rights

### How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

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
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact Ashlawn School's Headteacher.

### Your other rights over your data

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 marketing materials
- 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 restrict our use of it
- Claim compensation 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 Ashlawn School's Headteacher.

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

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Ashlawn School's Headteacher

### 3. Privacy notice for staff

Under data protection law individuals have a right to be informed about how the school 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 individuals we employ, or otherwise engage, to work at our school.

We, Ashlawn School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is provided by Warwickshire Legal Services.

#### What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

#### The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV images captured in school
- Data about your use of the school's information and communications system
- Health, including any medical conditions, and sickness records

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- information such as gender, age, ethnic group, religious belief, sexual orientation;
- Information about your health, including any medical condition, health and sickness records;

- Information about criminal records;
- Information about being barred from working with children or vulnerable people
- Any information you provide to us during an interview.

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons, we must also be satisfied that one of the following additional lawful reasons applies:

7. Explicit consent of the data subject
8. Processing relates to personal data which is manifestly made public by the data subject
9. Necessary for establishing, exercising or defending legal claims
10. Necessary for reasons of substantial public interest
11. Necessary for preventative or occupational medicine, or for reasons of public interest in the area of public health
12. Necessary for archiving, historical research or statistical purposes in the public interest

### **Why we use this data**

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Ensure your tax, national insurance and pension contributions are correct
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Allow financial modelling and planning
- Planning the school's staffing needs
- Provide references where required for your future employment

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

### **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### How we store this data

We create and maintain an employment file for each staff member. The information contained in this file 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 the information in it after 7 years.

### Data sharing

We do not share information about you with any third party without your 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 you with:

Third Parties	Reason for Processing	Legal Basis	Type of Information
Warwickshire County Council / Warwickshire Educational Services	Such as safeguarding concerns	Public task	Name, DfE number, address, address, gender, criminal record
Essex Educational Services	To manage, process and record school visit and trip data	Consent	Name
Evolve	To manage, process and record school visit and trip data	Consent	Name
Central and local government	Such as safeguarding concerns,	Public task	Name, DfE number, address, address, gender, criminal record
The Department for Education	Regulatory	Public task	Name, DfE number, address, address, gender, criminal record
Ofsted	Regulatory	Public task	Name, DfE number, address, address, gender
Education and Skills Funding Agency	Funding	Public task	Name, DfE number, address, address, gender
Your family and representatives	Emergency contact details	Consent	Name, address, gender, next of kin, medical, telephone number
Disclosure and Baring Service (DBS)	Regulatory	Public task	Name, age, date of birth, DfE number address, gender, criminal record
Teachers' Pension Agency	Pension contributions	Public task	Name, age, date of birth, DfE number

			address, NI number, salary details
Other educational providers such as our curriculum partner schools	Third party service providers such as Guilsborough School	Consent	Name
Staff Salary Processors	Processing staff salaries	Public task	Name, age, date of birth, DfE number address, NI number, salary details
Third party training organisations such as the National College, our partner schools etc.	To provide professional development training	Consent	Name, professional qualifications
Provision from contracted service providers	Third party service providers for such as Sims	Public task	Name, age, date of birth, DfE number address, NI number, image
To enable provision from contracted service providers	Third party service providers for such as SISRA; Study Bugs; Edulink; Evolve Trips Manager	Public task	Name
Website and wireless services	Third party service providers for such as Google/Drive, Smoothwall, Impero and Senso, Micro Librarian and Meraki	Public task	Name
Financial organisations	Third party service providers such as BioStore (cashless system) and ParentPay	Consent	Name, image, biometric fingerprint
Our auditors	Third party service providers such as Daines	Public task	Name
Health authorities	Third party service providers such as the NHS	Consent or Vital Interests (if the individual is unable to give their consent)	Name, date of birth, medical, address
Public Health England	NHS Test and Trace	Public task	Name, date of birth, contact number, COVID-19 test results
Security organisations	Third party service providers for example for CCTV and Net2 (security doors)	Public task	Name, image, site access events
Event organisation and management	Third party service providers such as Eventbrite	Consent	Name

Health and social welfare organisations	Third party service providers to support medical care and provision	Consent or Vital Interests (if the individual is unable to give their consent)	Name, date of birth, medical, address
Professional advisers and consultants	Third party service providers	Consent	Name
Police forces, courts, tribunals	Third party legal or regulatory organisations	Public task	Name, age, date of birth, DfE number address, NI number, image
Professional bodies	Third party professional organisations, for example in the case of a legal or professional dispute or complaint	Consent	Name
Tour operators for trips and visits	Third party service providers to enable trips and school visits to occur, for example PGL, Rayburn Tours, World Challenge	Consent	Name, address, passport, medical, date of birth

### 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.

### Your rights

#### How to access personal information we hold about you

Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, 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
- 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
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact Ashlawn School’s Headteacher

#### Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing

- Object to the use of your personal data for 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 Ashlawn School's Headteacher

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

**END.**