



Pulse and Water College Privacy Notice for Parents 2020.21



Contents

| | |
|---|---|
| Introduction | 2 |
| Data Protection Law – Summary..... | 2 |
| Processing information | 2 |
| Data we collect..... | 2 |
| Why we process your information..... | 3 |
| We use the data we collect to: | 4 |
| Use of your personal data for marketing purposes | 4 |
| Use of your personal data in automated decision making and profiling..... | 4 |
| Storage of data..... | 4 |
| Sharing information | 5 |
| Transferring data internationally | 5 |
| Your rights | 5 |
| Complaints | 6 |
| Questions | 6 |
| Declaration..... | 6 |
| Appendix 1 | 7 |
| Introduction | 7 |
| For how long will we store your data?..... | 7 |
| How can you contact us? | 7 |



Introduction

At Pulse and Water College we value your privacy. It is our priority to ensure that the personal information of you and your child is kept secure and used only when needed and only for legitimate reasons. This privacy notice explains our approach to collecting, using and storing your personal information. We will provide you with any updates to this notice.

Data Protection Law – Summary

Following data protection regulations, the data we hold and process about you will be:

- Used in a transparent manner
- Collected for clear and valid reasons
- Processed for relevant purposes in line with the reasons we gave for processing
- Updated so that it is always accurate
- Kept only for as long as we need to use it
- Stored securely

Processing information

When you provide us with your personal information we, Pulse and Water College, are the data controller. We are responsible for processing your information in line with the General Data Protection Regulation (GDPR 2018). Our Data Protection Officer, Lidia Bhaskar monitors data protection. If you have any queries, she can be contacted by email; admin@pulseandwatercollege.co.uk.

In some cases, we are required to share your data with someone else. We will only do this if we are required to by law or with your consent. Everyone we share information has the same standards of data protection as us.

Data we collect

We collect and store your data because the law says that we must. Where we collect information for another reason, we will ask for your consent. When collecting your personal information we will always explain why we need the information, how long we will keep the information and whether we will share the information.

Pupil records:

- Personal information (e.g. pupil DOB, pupil and guardian name/address)
- Pupil characteristics (e.g. nationality country of birth, pupil premium eligibility)
- Attendance (e.g. frequency and reasons for absence)
- Assessment (e.g. examination results)
- Medical information
- SEND information
- Behavioural information (e.g. number of temporary exclusions)
- Safeguarding information

Your personal Data



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

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

We may also collect, use, store and share (when appropriate) information about you or your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school

Why we process your information

Pulse and Water College is legally required to collect and process personal data about pupils and their families. Upon referral, we receive information from the pupil's previous school, the local authority (council) and/or the Department for Education (DfE). We need to collect this personal information following requirements from the:

- Education Act 1996
- The Education (Information About Individual Pupils) (England) Regulations 2013

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For both parents/guardians and pupils, we will only collect and use criminal offence data when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:



- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

We use the data we collect to:

- Personalise the learning experience of our pupils
- Report to you on your child's attainment and progress
- Ensure the wellbeing of our pupils through pastoral care
- Ensure all our pupils are safeguarded
- Keep you informed about the running of the school (such as emergency closures) and events
- Fulfil legal obligations regarding information sharing
- Ensure that we are providing a high-quality service

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

Use of your personal data in automated decision making and profiling

Automated decision making occurs where a decision is made by automated means without any human involvement.

We do not currently process any pupil or parent/guardian personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Storage of data

Pupil and guardian information will be kept only for as long as it is necessary for the purpose of that information. In most cases, this means that information will be stored only for as long as the pupil is with Pulse and Water College. Due to the frequency of students being re-referred to the College, we keep pupil records for an additional 6 months once they have left the College.

For pupils that have completed their GCSE's (or Functional Skills qualifications) at the college, we retain their personal information for up to 7 years after leaving the College. This is in case pupils need to contact the school for a transcript of their examination results. During the referral process and upon collection of their GCSE results, pupils are asked whether they consent for their personal information to be stored for up to 7 years after leaving. See Appendix 1 for the consent form



For as long as we are not legally obliged to keep information about a pupil, they can choose to have their personal information erased, and we will do so.

Sharing information

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

Due to statutory regulations, Pulse and Water College is required to share information with the DfE for the National Pupil Database. The DfE may share pupil information with a third-party in compliance with data protection regulations.

Pulse and Water College is obliged to share information with:

- Pupils' next school or college
- The Local Authority (LA)
- The National Health Service
- The DfE (government)

We may need to share information with:

- Health and social welfare organisations
- Police forces, courts, tribunals

In these cases, we will ask for consent prior to sharing information unless we have no choice but to share the information because of the law.

Transferring data internationally

In certain cases, we may need to share personal information about you with the following international third parties outside of the European Economic Area, where different data protection legislation applies. Where we transfer your personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law. We will also notify you of the transfer.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

Your rights

- The right to gain access to personal information that we hold about you
- The right to be informed of how we process your data
- The right of access to your data that we store
- The right to rectify incorrect or out-dated information about you
- The right to have data erased once we no longer have a legal basis for holding your information
- The right to ask for the processing of your data to be restricted
- The right to object to the processing of your data



In most instances, your data is stored and processed due to legal obligations. However, where you have given consent, you may withdraw consent at any time.

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.

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

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

Questions

If you have any more questions about our compliance with the General Data Protection Regulation, please contact Lidia Bhaskar via email (admin@pulseandwatercollege.co.uk).

Declaration

I _____ declare I understand that:

- Pulse and Water College collects and stores my personal data for legal reasons
- How Pulse and Water College uses my data
- Pulse and Water College may share my information with the DfE and LA
- Pulse and Water College will ask for my consent before sharing my information with anyone else unless they must share the information by law
- Pulse and Water College will inform me where they are legally required to share my information with someone else
- Where consent is required Pulse and Water College will explain why they need my information. If I agree to giving my information, I will provide consent
- My personal data is held according to the Pulse and Water College Data Protection Policy
- I know my rights regarding the storage and use of my personal data
- I know that I can contact the Data Protection Officer regarding the processing or storage of my personal data

Signed _____

Date: _____



Appendix 1

Consent to storage of pupil data after leaving

Introduction

At Pulse and Water College we value your privacy. It is our priority to ensure that the personal information of you and your child is kept secure and used only when needed and only for legitimate reasons. This form is to give consent for us to store your child's data after they have left Pulse and Water College.

For how long will we store your data?

Pupil and guardian information will be kept only for as long as is necessary for the purpose of that information. In most cases, this means that information will be stored only for as long as the pupil is with Pulse and Water College. Due to the frequency of students being re-referred to the College, we keep pupil records for an additional 6 months once they have left the College.

For as long as we are not legally obliged to keep information about a pupil, they can choose to have their personal information erased, and we will do so.

For pupils that have completed their GCSE's (or Functional Skills qualifications) at the college, we retain their personal information for up to 7 years after leaving the College. This is in case pupils need to contact the school for a transcript of their examination results.

How can you contact us?

If you have any questions or concerns please contact our data protection officer, Lidia Bhaskar at admin@pulseandwatercollege.co.uk

I _____ guardian of _____
give consent for my child's records to be kept securely for up to 7 years after they have completed their GCSE's/ Functional Skills qualifications. I understand that this is in case my child needs to contact the school for a transcript of their examination results. I know I can contact the school if I have any questions/concerns.

Signed _____ Date: _____