



Elemore Hall School

Privacy notice for parents/carers

Privacy notice for parents/carers

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' (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, Elemore Hall School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Hilary Johnson Browne (see 'Contact us' below).

Who we are and what we do

We are Elemore Hall School, Pittington, Durham, DH6 1QD. We are a maintained Special school for Secondary aged pupils who have SEMH. Our local authority is Durham County Council.

The personal data we hold

We hold personal data about pupils, their parents or carers to support teaching and learning, to provide pastoral care, to facilitate safeguarding and support for the pupil in the wider world and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities, health care providers and the Department of Education. 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, unique pupil number, unique candidate number
- Results of internal assessments and externally set tests
- Academic and personal & social skills assessment information and records
- Pupil and curricular records/reports
- Records of Home and Other Agency contact and meetings
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Positive and Negative behaviour records
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Medical and Social Care records (where relevant)
- EHCP and review documentation
- 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

You may wish to refer to the [ICO's guidance on the lawful basis for processing](#).

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

Less commonly, 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.

We collect/obtain data from pupils, parents, carers, teachers, other professionals (eg. GP, Hospital, Social Workers, etc), public bodies (Department of Education, Durham County Council) and those organisations with tied links to the Dof E, for example Fisher Family Trust.

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. Our Records Management Policy sets out how long we keep information about pupils.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information – this includes both physical and technical security and integrity of all data.

Our [Records Management Policy](#) is available on the school website - www.elemorehallschool.com

For more information you may wish to refer to the [Information and Records Management Society's toolkit for schools](#)

Data sharing

We do not share any data about you or your child with any third party without your permission 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:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- The Department for Education (and the Education Funding Agency) – to meet our legal obligations to share certain information with it, such as attendance, exclusions and KS4 results;
- The pupil's family and representatives – to ensure that they are fully informed in their capacity as parents/legal guardians;
- Educators and examining bodies – to ensure that there is sufficient, accurate information to allow for accurate record keeping and entry for public examinations to take place;
- Our regulator Ofsted and Ofsted (NMS) – to meet our obligations under the inspection frameworks;
- Suppliers and service providers – to enable them to provide the service we have contracted them for;
- Central and local government – to enable them to support, fund and audit the school appropriately;
- Our auditors – to ensure that the school operates lawfully;
- Health authorities – to ensure that they have crucial information to enable the best service for pupils and their families as agreed within the EHCP;
- Security organisations – to meet our lawful duty;
- Health and social welfare organisations – to ensure that they have crucial information to enable the best service for pupils and their families as agreed within the EHCP;
- Professional advisers and consultants – to ensure that they have crucial information to enable the best service for pupils and their families as agreed within the EHCP;
- Charities and voluntary organisations – to ensure that they have crucial information to enable the best service for pupils and their families as agreed within the EHCP;
- Police forces, courts, tribunals – to comply with our lawful duty;
- Professional bodies – to ensure that they have crucial information to enable the best service for pupils and their families as agreed within the EHCP.

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 the Improving Progression Team in CYPS Durham County Council, 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 the Improving Progression Team in CYPS Durham County Council.

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 16), 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 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
- 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 our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact Michael Hunter (Deputy Headteacher). The school will respond within 15 days.

If we cannot provide information to you, we will give you a description of the information we hold and the reason why it cannot be disclosed to you at the time of your request.

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**:

- Hilary Johnson-Browne

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