

RED ROSE SCHOOL

DATA PROTECTION POLICY

Updated: October 2017

School's authorised officer: Gill Makinson

Section 7

6

Rationale

Red Rose School is committed to a policy of protecting the rights and privacy of individuals, including students, staff and others, in accordance with the Data Protection Act (DPA).

Red Rose School needs to process certain information about its staff, students and other individuals with whom it has a relationship for various purposes such as, but not limited to:

- the recruitment and payment of staff
- the administration of programmes of study
- the recording of a student's progress
- agreeing awards
- collecting fees
- complying with legal obligations to funding bodies and government

To comply with various legal obligations, including the obligations imposed on it by the DPA 1998, the School must ensure that all this information about individuals is collected and used fairly, stored safely and securely, and not disclosed to any third party unlawfully.

Associated School Policies

- Overarching Safeguarding Statement
- Child Protection Policy
- E-Safety Policy and Acceptable Use Agreements
- Health and Safety Policy
- Whole School Behaviour Policy

Compliance

This policy applies to all staff and students of the School. Any breach of this policy, or of the Act itself will be considered an offence and the school's disciplinary procedures will be invoked.

As a matter of best practice, other agencies and individuals working with the School, and who have access to personal information, will be expected to read and comply with this policy. It is expected that individuals who are responsible for dealing with external bodies will take the responsibility for ensuring that such bodies sign a contract which among other things will include an agreement to abide by this policy.

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments to the DPA and other relevant legislation.

The Information Commissioner's Office (ICO) (<https://ico.org.uk/>) gives further detailed guidance and the School undertakes to adopt and comply with ICO guidance.

The Data Protection Act, 1998

This piece of legislation came into force on 1 March 2000. The DPA regulates the processing of personal data, and protects the rights and privacy of all living individuals (including children), for example by giving all individuals who are the subject of personal data a general right of access to the personal data which relates to them. Individuals can exercise the right to gain access to their information by means of a 'subject access request' (sample held at Appendix A). Personal data is information relating to an individual and may be in hard or soft copy (paper/ manual files; electronic records; photographs; CCTV images), and may include facts or opinions about a person.

Responsibilities Under the DPA and Registration

The School will be the 'data controller' under the terms of the legislation – this means it is ultimately responsible for controlling the use and processing of the personal data.

The Head teacher of the school is responsible for all day-to-day data protection matters, and s/he will be responsible for ensuring that all members of staff and relevant individuals abide by this policy, and for developing and encouraging good information handling within the school.

The school is registered as a Data Controller on the Data Protection Register held by the Information Commissioner.

The Head teacher is also responsible for ensuring that the school's notification is kept accurate. Details of the school's notification can be found on the ICO website.

Compliance with the legislation is the responsibility of all members of the school who process personal information.

Individuals who provide personal data to the school are responsible for ensuring that the information is accurate and up-to-date.

Definitions

Data Controller: Any individual or organisation who controls personal data, in this instance the School.

Personal Data: Data which relates to a living individual who can be identified. Addresses and telephone numbers are particularly vulnerable to abuse, but so can names and photographs be, if published in the press, Internet or media.

Sensitive Personal Data: Personal data relating to an individual's race or ethnic origin, political opinions, religious beliefs, physical/mental health, trade union membership, sexual life and criminal activities.

Relevant Filing System: Also known as manual records i.e. a set of records which are organised by reference to the individual/their criteria and are structured in such a way as to make specific information readily accessible e.g. personnel records, microfiches.

Data Subject: An individual who is the subject of the personal data, for example, employees, pupils, claimants etc.

Processing: Obtaining, recording or holding data or carrying out any operation on the data including organising, adapting, altering, retrieving, consulting, using, disclosing, disseminating, aligning, blocking, erasing or destroying the data.

Accessible Records: Any records which are kept by the Organisation as part of a statutory duty, e.g. pupil records, housing tenancy records, social services records.

Parent: Has the meaning given in the Education act 1996, and includes any person having parental responsibility or care of a child.

Data Protection Principles

The legislation places a responsibility on every data controller to process any personal data in accordance with the eight principles. In order to comply with its obligations the School undertakes to:

Process personal data fairly and lawfully

The School will make all reasonable efforts to ensure that individuals who are the focus of the personal data (data subjects) are informed of the identity of the data controller; the purposes of the processing; any disclosures to third parties that are envisaged; given an indication of the period for which the data will be kept, and any other information which may be relevant.

Process the data for the specific and lawful purpose for which it collected that data, and not further process the data in a manner incompatible with this purpose

The School will ensure that the reason for which it collected the data originally is the only reason for which it processes those data, unless the individual is informed of any additional processing before it takes place.

Ensure that the data is adequate, relevant and not excessive in relation to the purpose for which it is processed

The School will not seek to collect any personal data which is not strictly necessary for the purpose for which it was obtained. Forms for collecting data will always be drafted with this in mind. If any irrelevant data are given by individuals, they will be destroyed immediately.

Keep personal data accurate and, where necessary, up to date

The School will review and update all data on a regular basis. It is the responsibility of the individuals giving their personal data to ensure that this is accurate, and each individual should notify the school if, for example, a change in circumstances mean that the data needs to be updated. It is the responsibility of the school to ensure that any notification regarding the change is noted and acted on.

Only keep personal data for as long as is necessary

The School undertakes not to retain personal data for longer than is necessary to ensure compliance with the legislation, and any other statutory requirements. This means the School will undertake a regular review of the information held and implement a weeding process when, e.g. students or a member of staff leaves the school.

The School will dispose of any personal data in a way that protects the rights and privacy of the individual concerned.

Process personal data in accordance with the rights of the data subject under the legislation

Individuals have various rights under the legislation including:

- a right to be told the nature of the information the school holds and any parties to whom this may be disclosed;
- a right to prevent processing likely to cause damage or distress;
- a right to prevent processing for purposes of direct marketing;
- a right to be informed about the mechanics of any automated decision making process that will significantly affect them;
- a right not to have significant decisions that will affect them taken solely by automated process;
- a right to sue for compensation if they suffer damage by any contravention of the legislation;
- a right to take action to rectify, block, erase, or destroy inaccurate data; a right to request that the Office of the Information Commissioner assess whether any provision of the Act has been contravened;

The School will only process personal data in accordance with individuals' rights.

Put appropriate technical and organisational measures in place against unauthorised or unlawful processing of personal data, and against accidental loss or destruction of data

All members of staff are responsible for ensuring that any personal data which they hold is kept securely and not disclosed to any unauthorised third parties.

The School will ensure that all personal data is accessible only to those who have a valid reason for using it.

The School will have in place appropriate security measures e.g.

- ensuring that hard copy personal data is kept in lockable filing cabinets/ cupboards with controlled access;
- keeping all personal data in a lockable room with key-controlled access;
- password protecting personal data held electronically;
- archiving personal data on disks which are then kept securely (lockable cabinet);
- placing any PCs or terminals, CCTV camera screens etc. that show personal data so that they are not be visible except to authorised staff.

In addition, the School will put in place appropriate measures for the deletion of personal data – manual records will be shredded or disposed of as ‘confidential waste’, and appropriate contract terms will be put in place with any third parties undertaking this work. Hard drives of redundant PCs will be wiped clean before disposal, or if that is not possible, destroyed physically.

This policy also applies to staff and students who process personal data ‘off-site’, e.g. when working at home, and in such circumstances additional care must be taken regarding the security of the data.

Ensure that no personal data is transferred to a country or a territory outside the European Economic Area unless that country or territory ensures adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

The School will not transfer data to such territories without the explicit consent of the individual.

This also applies to publishing information on the Internet – because transfer of data can include placing data on a website that can be accessed from outside the EEA – so the School will always seek the consent of individuals before placing any personal data (including photographs) on its website.

If the school collects personal data in any form via its website, it will provide a clear and detailed privacy statement prominently on the website, and wherever else personal data is collected.

Consent as a Basis for Processing

Although it is not always necessary to gain consent from individuals before processing their data, it is often the best way to ensure that data is collected and processed in an open and transparent manner.

Consent is especially important when schools are processing any sensitive data, as defined by the legislation.

The School understands consent to mean that the individual has been fully informed of the intended processing and has signified their agreement (e.g. via signing a form), whilst being of a sound mind and without having any undue influence exerted upon them. Consent obtained on the basis of misleading information will not be a valid basis for processing. Consent cannot be inferred from the non-response to a communication.

The School will ensure that any forms used to gather data on an individual will contain a statement (Privacy Notice – formerly known as Fair Processing Notice) explaining the use of that data, how the data may be disclosed, and also indicate whether or not the individual needs to consent to the processing.

The School will ensure that if the individual does not give her consent for the processing, and there is no other lawful basis on which to process the data, then steps will be taken to ensure that processing of that data does not take place.

Fair Processing

Under the “Fair Processing” requirements in the Data Protection Act, the school will inform staff and separately parents/carers of all pupils/students of the data they hold on the staff member or pupils/students, the purposes for which the data is held and the third parties (e.g. LA, DfE, QCA, Connexions etc.) to whom it may be passed. This fair processing notice, now known as a Privacy Notice will be passed to staff when they join the school and parents/carers Home school agreement or letters Parents/carers of young people who are new to the school will be provided with the Privacy Notice through *Home school agreement and prospectus*.

Example Privacy Notices can be found at Annex B and C.

Subject Access Rights (SARS)

The Data Protection Acts extend to all data subjects a right of access to their own personal data. In order to ensure that people receive only information about themselves it is essential that a formal system of requests is in place. Where a request for subject access is received from a pupil, the school's policy is that:

- Requests from pupils will be processed as any subject access request as outlined below and the copy will be given directly to the pupil, unless it is clear that the pupil does not understand the nature of the request.
- Requests from pupils who do not appear to understand the nature of the request will be referred to their parents or carers.
- Requests from parents in respect of their own child will be processed as requests made on behalf of the data subject (the child) and the copy will be sent in a sealed envelope to the requesting parent.

Processing Subject Access Requests

Requests for access must be made in writing.

Pupils, parents or staff may ask for a Data Subject Access form (see Annex A), available from the School Office. Completed forms should be submitted to the Principal, Colin Lannen. Provided that there is sufficient information to process the request, an entry will be made in the Subject Access log book, showing the date of receipt, the data subject's name, the name and address of requester, the type of data required (e.g. Student Record, Personnel Record), and the planned date of supplying the information (normally not more than 40 days from the request date). Should more information be required to establish either the identity of the data subject (or agent) or the type of data requested, the date of entry in the log will be date on which sufficient information has been provided.

Note: In the case of any written request from a parent regarding their own child's record, access to the record will be provided within 15 school days in accordance with the current Education (Pupil Information) Regulations.

Authorised Disclosures

The School will, in general, only disclose data about individuals with their consent. However there are circumstances under which the School's authorised officer may need to disclose data without explicit consent for that occasion.

These circumstances are strictly limited to:

- Pupil data disclosed to authorised recipients related to education and administration necessary for the school to perform its statutory duties and obligations.
- Pupil data disclosed to authorised recipients in respect of their child's health, safety and welfare.
- Pupil data disclosed to parents in respect of their child's progress,

achievements, attendance, attitude or general demeanour within or in the vicinity of the school.

- Staff data disclosed to relevant authorities e.g. in respect of payroll and administrative matters.
- Unavoidable disclosures, for example to an engineer during maintenance of the computer system. In such circumstances the engineer would be required to sign a form promising not to disclose the data outside the school.
- Only authorised and trained staff are allowed to make external disclosures of personal data. Data used within the school by administrative staff, teachers and welfare officers will only be made available where the person requesting the information is a professional legitimately working within the school who need to know the information in order to do their work. The school will not disclose anything on pupils' records which would be likely to cause serious harm to their physical or mental health or that of anyone else – including anything where suggests that they are, or have been, either the subject of or at risk of child abuse.

Legal Disclosure

A “legal disclosure” is the release of personal information from the computer to someone who requires the information to do his or her job within or for the school, provided that the purpose of that information has been registered.

Illegal Disclosure

An “illegal disclosure” is the release of information to someone who does not need it, or has no right to it, or one which falls outside the School’s registered purposes.

Publication of School Information

The School publishes various items which will include some personal data, e.g.

- event information
- staff information
- lists of students

It may be that in some circumstances an individual wishes their data processed for such reasons to be kept confidential, or restricted to internal school access only. Therefore it is School’s policy to offer an opportunity to opt-out of the publication of such when collecting the information.

Staff records appertaining to individual staff will remain of a confidential nature between the Head teacher and the member of staff.

Email

It is the policy of the School to ensure that senders and recipients of email are made aware that under the DPA, and Freedom of Information legislation, the contents of email may have to be disclosed in response to a request for information. One means by which this will be communicated will be by a disclaimer on the school's email.

Under the Regulation of Investigatory Powers Act 2000, Lawful Business Practice Regulations, any email sent to or from the school may be accessed by someone other than the recipient for system management and security purposes.

Images/Photographs

Information regarding our policy for the use of pupils' images and model Parental Consent forms can be found in Safeguarding Policy.

Data Integrity

The school undertakes to ensure data integrity by the following methods:

Data Accuracy

Data held will be as accurate and up to date as is reasonably possible. If a data subject informs the School of a change of circumstances their computer record will be updated as soon as is practicable. A printout of their data record will be provided to data subjects every twelve months so they can check its accuracy and make any amendments.

Where a data subject challenges the accuracy of their data, the School will immediately mark the record as potentially inaccurate, or 'challenged'. In the case of any dispute, we shall try to resolve the issue informally, but if this proves impossible, disputes will be referred to the Head Teacher for her judgement. If the problem cannot be resolved at this stage, either side may seek independent arbitration. Until resolved the 'challenged' marker will remain and all disclosures of the affected information will contain both versions of the information.

Data Adequacy and Relevance

Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held. In order to ensure compliance with this principle, the School will check records regularly for missing, irrelevant or seemingly excessive information and may contact data subjects to verify certain items of data. Details will be checked on an annual basis.

Length of Time

Data held about individuals will not be kept for longer than necessary for the purposes registered. It is the duty of Principal to ensure that obsolete data are properly erased.

Secure transfer of data and access out of school

The school recognises that personal data may be accessed by users out of school, or transferred to the LA or other agencies. In these circumstances:

- Users may not remove or copy sensitive or personal data from the school or authorised premises without permission and unless the media is encrypted and password protected and is transported securely for storage in a secure location.
- Users must take particular care that computers or removable devices which contain personal data must not be accessed by other users (e.g. family members) when out of school.
- When data is required by an authorised user from outside the school premises (for example, by a teacher or student working from their home or a contractor) they must have secure remote access to the management information system (MIS).
- Users must protect all portable and mobile devices, including media, used to store and transmit personal information using approved encryption software.
- Particular care should be taken if data is taken or transferred to another country, particularly outside Europe, and advice should be taken from the local authority in this event. (NB. to carry encrypted material is illegal in some countries)

Disposal of Data

The school will comply with the requirements for the safe destruction of personal data when it is no longer required.

The disposal of protected data, in either paper or electronic form, must be conducted in a way that makes reconstruction highly unlikely. Electronic files must be securely overwritten and other media must be shredded, incinerated or otherwise disintegrated for data.

Training & Awareness

All staff will receive data handling awareness/data protection training and will be made aware of their responsibilities, as described in this policy through:

- Induction training for new staff;
- Staff meetings/briefings/Inset;
- Day to day support and guidance from the Responsible Person.

Information from :

**Cloud (educational apps) software services and the Data Protection Act
Departmental advice for local authorities, school leaders, school staff
and governing bodies: October 2014**

The self-certification checklist consists of a range of questions each of which comprises three elements:

- the checklist question
- the checklist self-certification response colour
- the evidence the supplier will use to indicate the basis for their response

For ease of reference, the supplier responses have been categorised as follows:

Supplier response	Category
Where a supplier is able to confirm that their service fully meets the issue identified in a specific checklist question (in a manner compliant with the obligations of the Data Protection Act where relevant), the appropriate self-certification colour for that question is GREEN .	
Where a supplier is not able to confirm that their service fully meets the issue identified in a specific checklist question (in a manner compliant with the obligations of the Data Protection Act where relevant), the appropriate self-certification colour for that question is AMBER . <i>(NB It should not always be assumed that an Amber response is a negative, and there is space provided in the checklist response for clarification where appropriate)</i>	
Where a supplier is able to confirm that a specific checklist question does not apply to their particular service the appropriate self-certification code for that question is BLACK .	

Google Supplier Checklist at Annex D.

POLICY STATEMENT (1)

The school is committed to providing information about the school, as required and appropriate, in a clear and accessible format to regulatory bodies, parents, staff and pupils.

The school has due regard to its responsibilities, and in particular about the processing of personal information, under the Data Protection Act. All electronic data is securely held on the school's network which is accessible only via a password and ID log-on.

Data is only ever released to authorised personnel with the approval of the Headteacher.

The Data Controller for Red Rose School is Mr. Colin Lannen, Principal.

Red Rose School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

POLICY STATEMENT (2)

- 1) This policy applies to all members of the school community.
- 2) The school implements this policy through adherence to the procedures set out in the rest of this document.
- 3) This policy is made available to all interested parties on the school website at www.redroseschool.co.uk.
- 4) This policy is reviewed at least annually by the Principal, who will report to the Headteacher on its implementation on a regular basis.

PROVISION (1) – CONTACT INFORMATION

The school meets its obligation to make available key contact information to parents of pupils and of prospective pupils and, on request, to the Chief Inspector, the Secretary of State or a body approved for the purposes of section 162A (1) of the 2002 Act by putting the following information on the school website. It is also available as part of school prospectus, as well as on request from the school office:

- 1) the school's address and telephone number
- 2) the name of the Headteacher
- 3) a statement of the school's ethos (including any religious ethos) and aims.

PROVISION (2) – POLICIES & DOCUMENTS

The school makes available, as a minimum, the following documents to parents and prospective parents:

- 1) policy and arrangements for admissions, discipline and exclusions
- 2) education and welfare provision for pupils with statements
- 3) curriculum policy
- 4) anti-bullying policy
- 5) policy for health and safety on school visits
- 6) rewards and sanctions policy
- 7) academic performance in previous school year
- 8) complaints procedure/number of formal complaints in previous school year
- 9) staff, including temporary staff, and qualifications
- 10) child protection (safeguarding) policy

All the policies named above are available on the school website or can be requested from the school office. The following statement is also added to end of term notices on a regular basis and is included as an insert in the prospectus:

In order to further improve the quality of information available to parents and prospective parents, the following school policies are available on our website:

- 1) Administration of Medicines policy
- 2) Admissions policy
- 3) Anti-bullying policy
- 4) Behaviour policy
- 5) Child Safeguarding policy
- 6) Complaints policy
- 7) Curriculum policy
- 8) Discipline & Exclusions policy
- 9) Educational Visits policy

- 10) Equality policy
- 11) Gifted & Talented policy
- 12) Health & Safety policy
- 13) ICT Acceptable Usage policy
- 14) Mission, Aims & Ethos statement
- 15) Provision of Information policy
- 16) PSHE policy
- 17) School Contact Details

To locate these documents, please visit the Policies section of the website. All policies can also be requested from the school office.

PROVISION (3) – OTHER POLICY DOCUMENTS

All other school policy documents are available on request to any current or prospective parent.

PROVISION (4) – INSPECTION

Following an inspection under section 162A of the 2002 Act, the school will send to the parents of every registered pupil, by a date to be specified by the body who conducted the inspection, a copy of the report of the inspection.

PROVISION (5) – ANNUAL REVIEWS & REPORTS

In addition to the Annual Review Report, the school sends to the parents of each registered pupil an annual written report of the pupil's progress and attainment in the main subject areas taught.

PROVISION (6) – INFORMATION FOR EXTERNAL BODIES

The school will provide any body conducting an inspection under section 162A of the 2002 Act with:

- 1) any information reasonably requested in connection with it that is necessary for the purposes of the inspection;
- 2) access to the school's admission and attendance registers.

Where a pupil wholly or partly funded by a local authority is registered at the school, an annual account of income received and expenditure incurred by the

school in respect of that pupil will be submitted to the local authority and on request to the Secretary of State.

Where a pupil with a statement is registered at the school, the school will supply such information to the responsible local authority as may reasonably be required for the purpose of the annual review of the statement.

PROVISION (7) – INTERNAL DISSEMINATION OF INFORMATION

All school policies and guidance documents are available on the intranet. Any significant changes to school policies are highlighted during staff INSET, or other meetings.

Schools, Local Education Authorities and the DfE all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law.

The school holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the DCSF, and to Qualifications and Curriculum Authority (QCA) which is responsible for assessment arrangements.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If your child wishes to access their personal data, or you wish to do so on their behalf, then please contact the school in writing.

Please note that all rights under the Data Protection Act to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12. We would therefore encourage you to share this note with your child if they are aged 12 or over.

Separately from the Data Protection Act, DfE regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

Child protection records can be kept on computer and are exempt from the disclosure provisions of the Data Protection Act 1998. For manual records, the Education (School Records) Regulations 1989 exempt information relating to child abuse from the requirement of disclosure.

ANNEX A

[Your full address]
[Phone number]
[The date]

Red Rose School
28-30 North Promenade
Lytham St Annes
Lancashire
FY8 2NQ

01253720570

Dear Mr Lannen (Principal & Data Protection Officer)

Subject access request

[Your full name and address and any other details to help identify you and the information you want.]

Please supply the information about me I am entitled to under the Data Protection Act 1998 relating to: [give specific details of the information you want, for example

- your personnel file;
- emails between 'A' and 'B' (between 1/6/11 and 1/9/11);
- your medical records (between 2006 & 2009) held by Dr 'C' at 'D' hospital;
- CCTV camera situated at ('E' location) on 23/5/12 between 11am and 5pm;
- copies of statements (between 2006 & 2009) held in account number xxxxx).

If you need any more information from me, or a fee, please let me know as soon as possible.

It may be helpful for you to know that a request for information under the Data Protection Act 1998 should be responded to within 40 days.

If you need advice on dealing with this request, the Information Commissioner's Office can assist you and can be contacted on 0303 123 1113 or at ico.org.uk

Yours faithfully
[Signature]

**Privacy Notices:
Information about pupils in schools**

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. *For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to [insert name of local authority or the provider of Youth Support Services in your area] who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to [insert name of local authority or the provider of Youth Support Services in your area] by informing [insert name of school administrator]. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website [insert link].

[Careers guidance – schools that pass young people's information to careers guidance services, or to the national careers service, may wish to set out details here.]

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to receive a copy of the information about you that we hold, please contact the school.

Privacy Notices:

The school workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority

The Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit:

- our website www.redroseschool.co.uk
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact the school.