**Privacy Notice:**

**How we use information about students and parents**

You have a legal right to be informed about how Life Chance Education uses any personal information that we hold about you. This privacy notice explains how we collect, store, and use personal data about you.

In it, any reference to “students” includes current, past or prospective students and any reference to “parents” includes parents, carers or guardians.

Life Chance Education Ltd is a data controller under the UK General Data Protection Regulation (UK GDPR) and registered with the Information Commissioner’s Office (registration number ZA933176 <https://ico.org.uk/ESDWebPages/Entry/ZA933176>)

Our Data Protection Officer is the SSE Schools Data Protection Officer (see Contacts at end of this document). For day-to-day data protection issues, contact Emma Seaman, Marketing & Communications Manager.

# The personal data we hold on you

To carry out our functions, we collect and use a variety of personal data from various sources, including by obtaining information directly from students and parents. Personal data is information that can identify a living individual, and is likely to include (but is not limited to) the following:

* personal information (such as name, address, email address and telephone contact numbers)
* next of kin and emergency contacts including their contact details
* financial information such as bank details
* information about students’ admissions and attendance, educational achievements, exams and assessments, disciplinary reports, and where relevant, information about special educational needs such as reports and evaluations
* images captured by our CCTV system
* photographs and in some cases video and audio data relating to students
* special categories of data including characteristics information such as gender, age, ethnic group, health and medical conditions and relevant information concerning your sexual life or orientation (for example, in the course of investigating complaints made by you or others, e.g. concerning discrimination)
* information about your employment and professional life and after leaving the Life Chance where relevant (for example, where you have asked us to keep in touch with you

This list is not exhaustive. To access the current list of categories of information we process please request to see our data asset audit by contacting the Principal.

**Why we collect and use this information**

We use your data to:

* enable the school to meet its primary function of providing education services, extra-curricular activities, assessment and examination purposes, and special education needs support
* to support teaching and learning, to monitor and report on students’ progress and to assess how well the school is doing as a whole; to supply and receive pupil information
* to confirm the identity of prospective students and their parents for the purposes of processing applications
* to assist the smooth transition of a student from the school to their next setting
* to provide care including pastoral care and where necessary medical care as required
* to comply with our legal and regulatory duties and obligations
* respond to and defend against legal claims
* to communicate with students and parents
* where otherwise reasonably necessary for the school’s purpose

# Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing your information are:

* we need to comply with the law *(Article 6(1)(c) of UK GDPR)*
* we need to use it to carry out a task in the public interest (in order to provide you with an education) *(Article 6(1)(e) of UK GDPR)*

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 (*Article 6(1)(a) of UK GDPR)*
* we need to protect your interests (or someone else’s interest) e.g., in a life-or-death situation *(Article 6(1)(d) of UK GDPR)*

We may also collect and use information about your health or other protected characteristics such as your religion or ethnicity. These are special categories of personal information, and we will process this personal data for lawful reasons only, including because:

* you have given us your explicit consent to do so, in circumstances where consent is appropriate
* it is necessary to protect a person’s vital interests, for example, in the event of life-threatening accident or illness and we have to share medical data in order to ensure the person receives appropriate medical attention
* it is necessary for some function in the substantial public interest, including the safeguarding of children or vulnerable people
* it is necessary for the establishment, exercise or defence of legal claims, such as where any person has brought a claim or serious complaint against us

For some data processing where there is no other lawful basis for the school to collect and use the data, we will ask for your consent under *Article 6 (1) (a) Consent*: the individual has given clear consent for us to process their personal data for a specific purpose.

Where we have got your consent to use your data, you may withdraw this at any time. We will make this clear when we ask for your consent and explain how to go about withdrawing consent.

# Collecting this information

We may collect information about you in a number of ways:

* from the information you provide to us in connection with your application to the school
* from third parties to confirm the identity of prospective students and their parents and for the process of processing applications
* during your time at the school we will generate data in relation to education, pastoral care and other related fields
* we may also ask you to update your contact details at regular intervals

While in most cases you 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.

# Data sharing

We do not share personal information with anyone outside the school or Trust without permission from student or their parents/carers, unless the law and our policies allow 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:

|  |  |
| --- | --- |
| **Who we share with**  | **Why we share**  |
| Our local authority  | To meet our legal duties to share certain information with it, such as concerns about pupils’ safety and exclusions  |
| The Department for Education  | We have to do this by law. This data sharing underpins school funding, educational policy and funding. |
| Your family and representatives  | To ensure that they know how you are doing and to protect your welfare  |
| Other schools after you leave our school | We will transfer your pupil record, which consists of basic information, assessment data, any educational support, and any safeguarding records. We may share some information in advance if it will enable your next school to provide effective and timely support |
| Police forces, courts, tribunals and security services  | As we are required to by law  |
| Educators and examining bodies  | To ensure that you are entered for exams and your results are recorded  |
| Health and social welfare organisations  | Such as medical professionals or the Education Welfare Officer to help look after your health and wellbeing  |
| Our payment service providers  | So that you can pay for meals, trips resources and activities.  |
| Providers of electronic learning resources  | To allow you to use their resources in class and at home  |
| Google Classroom | A suite of online tools that can be used by the school. The tools include a class ‘blog’, the ability for us to set tasks for learners and provide feedback. It has online software including Google versions of Word, PowerPoint and Excel. |

# International transfers of personal data

We have audited where we store all the personal data processed in the school and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the school.

# How we store this data

We hold your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, or legitimate organisational reasons.

The school is aware of the legal hold placed on the destruction of pupil files by the Independent Inquiry into Child Sexual Abuse (IICSA) and we are retaining pupil files until the publication of their final report and recommendations about file retention.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and the Information Commissioner’s Office of a suspected data security breach where we are legally required to do so.

**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’, Your parents may make this request on your behalf. If we think you are able to understand your rights and what they mean, we may ask your permission before providing information to your parents.

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

# 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
* 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)

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 our Data Protection Officer (see ‘Contact’).

# 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 our Data Protection Officer.

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
* write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

# Contact

If you would like to discuss anything in this privacy notice, please contact:

the **Data Protection Officer (DPO)** at dposchools@somerset.gov.uk

or **Emma Seaman** at e.seaman@lifechance.org.uk

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