

Privacy Notice

This privacy notice is for the use of parents/carers and pupils of The Jane Lane School in fulfilment of our responsibility as a data controller under data protection law.

One of our duties under the regulations relates to being open and transparent and as part of this our Privacy Notice is designed to inform you about the way in which we use, collect, store and/or share your information.

There may be times when the privacy notice will need to be updated or amended. The Jane Lane School will display the most current notice in the Reception area. We will annually provide you with the latest version, usually at the beginning of the academic year.

Personal data means data which relates to a living individual who can be identified. The individual (known as the Data Subject) must be identifiable from the information, if the information is fully anonymised it is no longer classed as personal information.

Why do we collect and use personal information?

Without the information we collect and require or share, The Jane Lane School would not be able to provide you with the services or support for which we have contractual and legal obligations to deliver.

In particular, we will use information about you to:

- ensure the safety and wellbeing of those using and visiting our premises
- provide education
- provide additional support where appropriate and necessary (e.g.1:1 teaching)
- the prevention and/or detection of crime
- to keep parents informed
- to plan and develop appropriate educational activities and visits

Information we collect and use

- personal information including a pupil's name, date of birth, unique pupil number and home address
- characteristics such as ethnicity, language, country of birth and free school meal eligibility
- attendance information such as sessions attended, number of absences and absence reasons
- educational records including records of work, assessment information, relevant medical information (special category data – please see below)
- contact information for parents, carers and other relatives, including contact numbers, home and e-mail addresses
- information about a child's home life, where required as part of necessary safeguarding and welfare processes
- other agencies involved in the care of our pupils
- safeguarding records

How we collect information

We will collect the information in several ways but not limited to:

- contact sheets
- directly from parents/carers
- by letter, text or email
- from agencies working with families/pupils
- NHS/CAMHS/MASH
- school nurse
- local authorities/councils

Purpose for processing and lawful basis

The lawful basis under which we process your information and the linked reason for processing is:

- when processing your information it is necessary to cooperate with and conform to UK law or another legal obligation to which the school is subject
- The purpose of processing is to carry out a task in the public interest or the exercise of official authority vested in the controller

There may be occasions when we use and/or share your information in order to protect you or another individual and prevent serious harm.

In circumstances where none of the above lawful reasons apply we will only collect and use your information with your consent. Please note you can withdraw your consent to this processing at any time by contacting us at our main address (detailed below). The common instances when consent may be required include but are not limited to:

- taking photos which may be published externally, such as on the school website, in the newsletter or school prospectus
- taking part in activities such as day trips or sporting events where consent is required
- sharing with third party support services which are not compulsory or essential but may provide a benefit

Special Category Data

Special category data is information which is deemed particularly sensitive and which unlawful processing could create risks to you. The following information is classed as special category:

- Race
- Ethnicity
- Political Opinion
- Religious or Philosophical Beliefs
- Trade Union Membership
- Genetic and Biometric Information
- Health
- Sexual Orientation

When using your information we must make sure that we have a lawful reason to do so. The reasons the school will primarily use for the processing of your special category information are:

- where it is necessary in order for us to carry out our obligations and exercising specific rights of the school
- necessary for reason of substantial public interest

In circumstances where none of the above lawful reasons apply we will only collect, use and/or share your information with an appropriate legal and justified reason or your explicit and informed consent. Please note you can withdraw your consent to this processing at any time by contacting us at our main address (detailed below).

Who we may share your information with:

In order to we may need to share your information with the following entities:

- Health Agencies
- Care Agencies
- Department of Education
- Department for Work and Pensions
- Police
- Adult/Children's Social Care
- Education Providers
- Local Authorities
- Housing Associations
- HMRC
- Youth Services (applicable to 13 – 16 year olds)
- Post-16 education and training providers
- Career Advisors
- Other – additional IT educational support software, text messaging service

There may also be occasion when we will share your information with relevant third parties when required to do so by law.

All people with access to your information will do so under strict adherence to Data Protection Law, adequate safeguards and appropriate authorisation.

How long we will hold your information

- In line with guidance provided by the Information and Records Management Society – Guidelines for Schools

Your rights

You have the following rights with regard to your personal information:

Right to be informed – you have the right to know the following:

- what information we intend to collect
- why we need your information
- the lawful basis under which we can process your information
- how we will process your information
- whether we share your information
- who we might share your information with
- your rights under the law
- how long we will retain your information and how you can contact us

This Privacy Notice should have detailed all of the above but if for any reason you are dissatisfied with our stewardship of your information, you have the right to lodge a complaint with the Information Commissioners Office (ICO), contact details are provided below.

Access to your information – if you would like to know what information

- we hold and process about you
- the category of information and
- who we share your information with

to ascertain the accuracy of the information and the criteria we apply in processing your information, you can make a request to us in writing.

To make a subject access request and receive a copy of your personal information please contact, in writing

The School Office
The Jane Lane School
Churchill Road
Bentley
Walsall
WS2 0JH

Please be aware we may need you to provide appropriate identification.

We should respond to your request within 30 days of receipt but if the request is complex and more time is required we will inform you in writing.

Rectification of your information – if it is established that information we hold about you is incorrect, you have the right to request that we correct this information.

Erasure of your information – in cases where the information we hold about you is no longer required in relation to the purpose for which it was collected and where there are no lawful grounds for holding your information, you can request an erasure of information.

The Right to Restrict processing - you can restrict us from using your information if you believe the data is inaccurate or if there are no lawful grounds for using the information but you do not want us to delete the information. In addition you can prevent us from deleting information we no longer use or need if you require it for a legal claim or defence.

Following investigation, if it is determined that the right to restrict processing should not apply the school will inform you of reasons for this before the restriction is lifted.

Right to Data Portability - if lawful basis for processing is performance of a contract or consent you have the right to request that information be transferred to another public authority or other controller. Your data portability request will have to be made in writing, we will assess your request in accordance with the provisions of the GDPR to ascertain if your request is covered under the law. Our response will contain our decision regarding the viability of your request and asking you to choose between the following:

- if you want the information handed to you
- if you would like the information transferred directly to the public authority or other controller

Right to Object - if you object to the school using your information in the ways detailed above we will cease to process your information unless we can show there are legitimate reasons which override your interests.

Whether or not you have legitimate grounds to object to processing of your information, the school will respond to your request within one month stating that your request has been upheld or the reasons for not upholding your request if that is the case.

The Jane Lane School's Data Protection Officer (DPO) is Mr Paul Withers. If you have any questions about your rights under the GDPR, how the school uses your information or you wish to make a complaint about how we have processed or utilised your data, Paul Withers will be able to help. How to contact our DPO:

Contact Address:

Office of the DPO
Resources & Transformation
Civic Centre 3rd Floor (HR Suite)
Walsall Council
Darwall Street
Walsall
WS1 1TP

Email Address: Informationmgmt@walsall.gov.uk

Contact Telephone Number: 01922 650970

Should you be dissatisfied with the response you receive, you can contact the Information Commissioner's Office (ICO) with the details given below:

ICO

Address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Email Address:

Use the online form via this link <https://ico.org.uk/global/contact-us/email/>

Telephone Numbers:

Calling from within the UK 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate. Calling from outside the UK +44 1625 545 745.