



**Longcause Community
Special School**

Privacy Notice (pupils, parents and guardians)

Signature of Head:	A.Hutchinson
Date:	27.03.24
Signature of Chair of Governors:	F.Jenkins
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CHANGES

Policy date	Summary of change	Author	Version	Review date
08/12/2022	Policy has been created	Apex HR Ltd	1.0	01/12/2023
06/03/2024	Reviewed	Reviewed by EJM	2	March 2025

OVERVIEW

Longcause Special School is a data controller for the purpose of Data Protection Act 2018 and General Data Protection Regulations (GDPR). This means the school is responsible for deciding how it processes personal data relating to pupils and their families.

In some cases, processed data will be used by a third-party processor, however in these cases your consent will be sought unless the law requires the school to share your data. In the circumstances your data is shared with third party processors the same Data Protection procedures apply to those processors.

1. DATA PROCESSING

‘Processing’ includes obtaining, recording or holding information or data, transferring it to other companies associated with us or any other statutory, governmental or regulatory body for legitimate purposes.

1.1 Principles of GDPR:

- Your data will be lawfully and fairly processed in a transparent manner.
- Your data is collected on the grounds of clear, transparent and legitimate reasons.
- We will only ask for your data when necessary, explain when and with whom your

data will be shared.

- Your data will be accurate, kept up to date and erased, without delay, should your data no longer be required for the reason for which it was originally processed.
- Your data will be retained for as long as necessary.
- Your data will be kept secure at all times.

An additional principle sets out the Accountability, where we shall be responsible for and demonstrate compliance according to General Data Protection regulations.

1.2 *Your Rights.*

The points below are clear rights you have under the data protection (GDPR). Please ask us for more information and explanation of each, should you wish to;

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights to automated decision and profiling.

Longcause Special School holds the legal right to process personal data relating to pupils and their families. We also may receive information from their previous school, local authority and/or the Department for Education (Dfe). The school processes information to meet legal requirements detailed as a public task and legitimate interests according to the General Data Protection Regulations (GDPR) and UK Data Protection Laws. For more information on this please contact the appointed Data Protection officer (DPO)

Typical Data we collect

- Personal Information (names, addresses, date of birth etc)
- Characteristics (ethnicity, language, nationality etc)
- Attendance information
- Assessment Information
- Medical Information
- Special Educational Needs Information
- Exclusion Information

- **Behavioural Information**

Most of the data the school collect is provided on a mandatory basis, some may be voluntary. The school will inform you whether you are required to provide certain information, or you have a choice. Where the school is required to obtain consent, the school will provide you with specific and clear information as to the purpose of the data being collected and how it will be used.

We process special category data such as medical, special educational needs and characteristics in accordance with Schedule 1, part 2 of Data Protection Act 2018 - substantial public interest conditions. We take extra security over this type of data.

2. DATA SHARING

Third Party organisations that are associated with us have agreed to treat the processing of your personal data confidentially and secure.

2.1 The school will routinely share information with:

- Other schools upon leaving the school
- The local Authority
- Catered
- Police and social services
- Department for Education (DfE)
- NHS

This list is not exhaustive and there are others, others will include the national pupil database managed by the DfE, curriculum, learning tools etc. For more information on who we share your data with and why please contact the Data Protection Officer (DPO). The school will always endeavor to seek consent before releasing any data to other organisations. Consent can be withdrawn at any time.

3. RETENTION OF YOUR INFORMATION

Longcause Special School will only retain your information for the period which is necessary to fulfill the purpose it was collected. This would include for any purpose of satisfying any legal, accounting, or reporting requirements. Your data will be retained on the guidelines set out in the our records management policy. Once this period has passed or any other information is not required to be archived, the data will be securely destroyed in accordance with the record management policy and procedures.

4. ACCESS TO OWN PERSONAL INFORMATION

Subject to certain exemptions, parents/guardians and pupils are entitled to have access to their personal and sensitive personal data that is held by the school. Please contact the DPO for more details on how you can gain access to data the school process.

You will not be charged for the school to supply such data; however, we do reserve the right to apply a 'reasonable' fee where requests are deemed excessive.

We will respond to your request as soon as possible and within the maximum time frame of 1 month. Where it is deemed excessive this may take longer and you will be notified with a time frame.

As with your right to access your own data, you do have other rights to the processing of your data. Please refer back to section 1 and or contact the DPO for more information.

5. DATA SECURITY

Longcause Special School have inputted security measures to protect the security of your data. We continue to review our security measures and develop these on a regular basis.

The school takes security of data very seriously. We have focused on security systems and measures to prevent data from being lost, stolen, used or accessed in an unauthorised manner, altered or disclosed unlawfully. In some areas we have limited and restricted access to data to employees, agents, contractors and any other third parties. Third parties will only ever process data on our strict instructions and within the guidelines our sharing agreements and confidentiality.

The school have procedures to deal with any suspected breaches of data and will notify you and any applicable regulator of any suspected breaches where we are legally required to do so.

6. RAISING A CONCERN

If at any time, you wish to action any of your rights under Data Protection Act 2018 in relation to for us or any company associated with us, to processing personal data or sensitive data,

Please contact the school on

01752336881

If in the instance you believe your data has been wrongfully processed or not kept secure you have the right to raise a complaint with the 'Information Commissioner's Office' (ICO).

<https://ico.org.uk/make-a-complaint/>