

PRIVACY NOTICE FOR PUPILS OF CHAILEY HERITAGE SCHOOL

Chailey Heritage Foundation (CHF) is a data controller and collects and holds personal information relating to our pupils. We may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use 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.

HERE IS SOME FURTHER INFORMATION THAT YOU MIGHT FIND USEFUL:

What kind of information does CHF have about me?

We hold the information you provide on admission, assessment results, attendance information, where you go after you leave us and personal characteristics such as your ethnic group, your special educational needs as well as relevant medical information.

What do you do with information about me?

We will also share relevant information with Chailey Clinical, part of the Sussex Community NHS Foundation Trust. This is to ensure that both organisations have the most up-to-date information available to help us make informed decisions.

How do I know the information about me is kept safely?

All the information we collect is stored securely on our IT systems and manual filing systems. We have strict procedures for the way this is done. Any and all information about you is treated as confidential and with respect. There are also clear rules and guidance about storing, recording and sharing information which staff receive training on.

We take information sharing very seriously. All staff are DBS (Disclosure and Barring Service) checked at an enhanced level. Any member of staff who is found to be breaking the rules will be dealt with through appropriate disciplinary procedures.

Are the records confidential?

All CHF employees have a duty of care in accordance with our Data Protection policy. This includes respecting that right to confidentiality.

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

For how long are records held?

There are different rules for different documents and/or information kept by CHF. We are required by law to keep records for varying lengths of time depending on individual circumstances.

Don't you need my permission to keep and share information about me?

We need your written agreement (consent) to share information about you. When we need to share information, we will ask for this from you directly or on behalf of a child for whom you have responsibility.

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Although your information is confidential, it doesn't mean it is secret and sometimes we have to share information about you/your family without your permission. These reasons are:

- To protect you from harm, neglect, abuse or significant threat
- When you may need urgent medical treatment
- To prevent or detect a crime

We will always do our best to tell you if we have to share information about you/your family under these circumstances, unless doing so puts you/your family in danger.

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

Are there any laws which protect me and the information about me?

There are lots of laws which do this, such as:

- The General Data Protection Regulation May 2018 (GDPR)
- The Human Rights Act 1998
- NHS Guidelines - Caldicott Principles, which govern the sharing of patient identifiable information

Can I see the information you have collected about me/my family?

Yes, in most circumstances you can. Under the GDPR, you can ask for a subject access request (SAR) to see specific information we may hold about you.

Please contact the Data Protection Officer on dpo@chf.org.uk if you wish to request one.

Who should I contact if I want to complain or notify of a data breach?

CHF has a Data Protection Officer who can be contacted on dpo@chf.org.uk

If you are still not happy, you have the right to complain to The Information Commissioner's Office (ICO) via website <https://ico.org.uk>

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how the local authority and/or DfE collect and use your information, please visit your local authority website; or the DfE website at

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