

# Privacy Policy

<b>Reviewed</b>	January 2018	<b>Leader of Policy Review</b>	David Bridge (GDBR)
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## **Your Information how the School uses it and Your Rights**

This policy is written and published so that you understand how the school (Hawarden High School) uses your information and that you know your rights are over what we do with it. Wherever possible the school will avoid using legalistic language and where possible will signpost to more information.

**The Information Commissioner's Office** (ICO) is the Regulator for how personal information is used. They have the powers to enforce Data Protection legislation. If you have any concerns they will provide advice and will handle any complaints you may have. Advice and guidance is available via their website [www.ico.org.uk](http://www.ico.org.uk)

## **Data Protection Officer (DPO)**

The school has a Data Protection Officer who is independent from the school he provides advice to the school and The Governing Body on complying with privacy and data protection legislation (the General Data Protection Regulation). Our Data Protection Officer will liaise with ICO when required

Our Data Protection Officer is provided by an independent consultancy. If you have any questions he may be contacted via [www.gdbr.co.uk](http://www.gdbr.co.uk) or [info@gdbr.co.uk](mailto:info@gdbr.co.uk)

## **The Governing Body**

For the purposes of the General Data Protection Regulations and the Governing Body is recognised as The Data Controller (further information about the roles of the Data Controller is available from the ICO) is ultimately responsible for how information is collected used and shared. It is also responsible for implementing advice and guidance issued by the DPO. The Chair of Governors may be contacted c/o Mrs. L.K. Donnelly, Clerk to the Governing Body, Hawarden High School, Hawarden, Flintshire, CH5 3DN.

## **The Headteacher**

Is responsible for the day to day management of how personal information is collected, used and shared.

## **How We Use Your Information**

We provide education services our local community. To do this successfully means that we must collect and use information about the people we provide services to. Because we collect and process personal information about individuals. This means that we must make sure you know what we intend to do with your information and who it will be shared with or disclosed to. This notice explains how we use and share your information.

We use personal information to enable us to:

- provide education, training, welfare and educational support services
- administer school property
- maintain our own accounts and records
- carry out fundraising
- support and manage our employees

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We also use CCTV systems to monitor and collect visual images for security and the prevention of crime.

## **Why do we collect information?**

We obtain, create and manage a large amount of information relating to our services. Our aim is to ensure that we have the right information at the right time to allow us to provide services and continue to improve services. We will only use the information that you supply to provide you with the services you have requested or require. Sometimes we may not be able to provide a service if you do not provide information.

## **How do we collect information?**

Your information may be collected or recorded on paper or online form, by telephone, email, CCTV. Information may be provided by you in writing or by a member of our staff on your behalf. Information about pupils is collected at registration and may be passed to other schools when pupils move. Sometimes we may need to ask other agencies or organisations such as Flintshire County Council or GWE (Regional Education Service) for relevant information about you to fulfil our legal responsibilities or to provide services.

## **Types of information used**

We may collect and process information relating to the above reasons/purposes. This information may include:

- name and personal details
- family, lifestyle and social circumstances
- financial details
- education details
- employment details
- student and disciplinary records
- vetting checks
- goods and services
- visual images, personal appearance and behaviour

We also process sensitive classes or special types of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- trade union membership
- sexual life
- offences and alleged offences

## **How will we share your information?**

Where necessary information may be shared with other organisations and partners that provide services on our behalf or on behalf of our pupils such as Careers Wales GWE (Regional Education Service), Flintshire County Council and schools where pupils move to. The information provided is only the minimum necessary to enable them to provide services to you.

Where necessary or required we share information with:

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- education, training, careers and examining bodies
- school staff and boards
- family, associates and representatives of the person whose personal data we are processing
- local and central government
- healthcare professionals
- social and welfare organisations
- police forces
- courts
- current, past or prospective employers
- voluntary and charitable organisations
- business associates and other professional advisers
- suppliers and service providers
- financial organisations
- security organisations
- press and the media

These organisations are required to retain your information in a secure manner and only use it to undertake the services they provide to you. The School is also required **by law** to protect the public funds it administers and may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud. More information is available from the [National Fraud Initiative](#) web site.

## **How do we look after your information?**

Under the General Data Protection Regulations, we must to protect any information that we collect from you. We take measures to safeguard your data and apply security standards and controls to prevent any unauthorised access to it. Information which you have provided will be stored securely. It will only be used for the purpose(s) stated when the information was collected.

## **How long do we retain information?**

How long we keep the information before it is disposed of varies depending on the type of information, legal requirements and school need. The school uses guidance provided by the Information Toolkit for Schools (provided by the Information & Records Management Society) and in some instances our Data Protection Officer may also provide advice on how long it is appropriate to keep types of information.

## **Access to information and correction**

Under the data protection Act you have a right to request a copy of some or all of your personal information we hold about you. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate. Please help us to make sure that we have identified you correctly by letting us know when you change address or name, and tell us if any of your information we hold is wrong.

If you wish to request your information, update or correct your information please contact [lisa.donnelly@hawardenhigh.flintshire.sch.uk](mailto:lisa.donnelly@hawardenhigh.flintshire.sch.uk). If you have any questions or queries please contact our Data Protection Officer David Bridge [info@gdbr.co.uk](mailto:info@gdbr.co.uk)

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## Complaints

If you wish to complain about how we use your information you may contact the Head Teacher who will take advice from the Data Protection Officer. If you prefer you may contact the DPO directly. You also have the right to complain to the Information Commissioners Office [www.ico.org.uk](http://www.ico.org.uk)

## Changes to our privacy policy

We keep our Privacy Policy under regular review. We will publish any revisions on our website. This privacy policy was released on 1<sup>st</sup> January 2018 and will be reviewed no later than 2020

Signed DPO..... Date:

Governing Body approval: ..... Date: