

# Deaf First – Oak Lodge School

## Privacy Notice for Students



### Introduction

This notice is to help you understand **how** and **why** we collect your personal information and **what** we do with that information. It also explains the decisions that you can make about your own information.

### What is "personal information"?

Personal information is information that Deaf First holds about you and which identifies you. This includes information such as your name, date of birth and address as well as things like exam results, medical details and behaviour records. Deaf First may also record your religion or ethnic group.

CCTV, biometric data, photos and video recordings of you are also personal information.

### How and why does Deaf First collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. Deaf First's main reasons for using your personal information are to support your learning, to monitor and report on your progress and to provide appropriate care.

Admissions forms give us personal information. We get information from you, your teachers and other pupils. Your school / college also give us information about you so that we can teach and care for you.

Sometimes we get information from your doctors and other professionals where we need this to look after you.

We collect this information to help Deaf First run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell the appropriate teachers if you are allergic to something or might need extra help with some tasks.
- We use CCTV to make sure the Deaf First site is safe. CCTV is not used in private areas such as changing rooms.
- We may need to report some of your information to the government. For example, we may need to tell Wandsworth local authority and or the local authority where you live that you attend Deaf First classes or let them know if we have any concerns about your welfare.
- We may need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other pupils at Deaf First.
- Depending on where you will go when you leave us we may need to provide your information to other schools, colleges, universities or potential employers. For example, we may share information about your exam results and provide references. We may need to pass on information which they need to look after you.
- When you take public examinations (e.g. NVQ's, GCSEs) we will need to share information about you with examination boards. For example, if you require extra time in your exams.

- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry.
- Occasionally we may use consultants, experts and other advisors to assist Deaf First in fulfilling its obligations and to help run Deaf First properly. We might need to share your information with them if this is relevant to their work.
- If you have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. This is to check that you are not miss-using this technology or putting yourself at risk of harm. If you would like more information about this you can read the ICT Acceptable Use policy or speak to Mr Thompson, Head of Deaf First.
- Sometimes we use photographs and videos for teaching purposes in Deaf First, for example, to record a lesson.
- If you have concerns about us using photographs or videos of you please speak to Mr Thompson, Head of Deaf First.
- We publish our public exam results statistics and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.

### **Who do we share pupil information with?**

We routinely share pupil information with:

- The Department for Education. We share pupils' data with the Department for Education on a statutory basis. This data sharing underpins Deaf First's funding and educational attainment policy and monitoring.
- Our local authority. We are required to share information about our pupils with the local authority under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- The local authority where you live. We are required to share information about our pupils with the local authority in which they live.
- We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- We are required to share information with educational establishments that the pupil's attend after leaving us.

### **Our legal grounds for using your information**

This section contains information about the legal basis that we are relying on when handling your information.

## **Legitimate interests**

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. Deaf First relies on legitimate interests for most of the ways in which it uses your information.

Specifically, Deaf First has a legitimate interest in:

- Providing you with an education.
- Safeguarding and promoting your welfare and the welfare of other pupils.
- Promoting the objectives and interests of Deaf First.
- Facilitating the efficient operation of Deaf First.
- Ensuring that all relevant legal obligations of Deaf First are complied with.

In addition your personal information may be processed for the legitimate interests of others. For example, we may use information about you when investigating a complaint made by one of your fellow students.

## **Legal obligation**

Where Deaf First needs to use your information in order to comply with a legal obligation, for example to report a concern about your wellbeing to Children's Services, we may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

## **Public interest**

Deaf First considers that it is acting in the public interest when providing education.

Deaf First must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

## **Vital interests**

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

## **Legal claims**

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

## **Medical purposes**

This includes medical treatment and the management of healthcare services.

## **Collecting Personal Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with Data Protection law, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to Mr Thompson, Head of Deaf First if you would like to withdraw any consent given.

## **For how long do we keep your information?**

We keep your information for as long as we need to in order to educate and look after you. We will keep some information after you have left Deaf First, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

## **What decisions can you make about your information?**

From May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer; and
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

## **Further information and guidance**

This notice is to explain how we look after your personal information. Mr Thompson, Head of Deaf First can answer any questions which you might have.

Please speak to your Mr Thompson, Head of Deaf First if:

- you object to us using your information for marketing purposes e.g. to send you information about school events. We will stop using your information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

The Mr Kitchin, Executive Headteacher is the person responsible at Deaf First for managing how we look after personal information and deciding how it is shared. If you have any questions you can ask Mr Thompson, Head of Deaf First about how it works in our School.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: [ico.org.uk](http://ico.org.uk)