



Rossett School

Success for everyone

Privacy Notice Policy 2024

Approved by:	Full Governing Body
Last reviewed on:	December 2024
Next review due by:	December 2025

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1. Introduction

General Data Protection Regulations (GDPR)

The Data Protection Act (2018) sets out in UK law the legal framework with which education settings and local authorities must comply when they process personal data. It is based on the EU General Data Protection Regulation (GDPR).

Rossett School takes its legal obligations under data protection very seriously. The following Privacy Notices detail how personal information is processed. Please click the links to read the relevant Notice:

2 . Our Privacy notices (see attached PDF)

I. Pupils and Parents Privacy notice

Privacy Notice – Red Kite Learning Trust pupils and their families

The Red Kite Learning Trust (RKLT) is the Data Controller of the personal information you provide to us. This means the RKLT determines the purposes for which, and the way, any personal data relating to pupils and their families is to be processed. The Headteacher/Principal acts as a representative for the school about its data responsibilities.

In some cases, your data will be outsourced to a third-party processor who provides a service to us. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor.

Data Protection Officer

The Data Protection Officer is responsible for overseeing data protection within the school so if you do have any questions in this regard, please do contact them on the information below: -

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Telephone: 0203 326 9174

Lead Contact: Craig Stilwell

What is this Privacy Notice for?

The notice sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the RKLT and the school. The aim of the notice is to give pupils, parents and carers an insight into how information about pupils is used in RKLT educational settings and how our websites work.

The categories of pupil information that we collect, hold and share includes:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment, attainment, and curricular information (such as Key Stage 1 and GCSE performance) • Medical information,
- special educational needs and disabilities information,
- Behaviour information (such as exclusions and alternative provision information)
- safeguarding information (such as child in need referral information)
- biometric data (such as fingerprint for lunch payments)
- next of kin information
- emergency contact information
- Admissions information
- photographs
- CCTV images captured in school
- transport to school information

Within school we use pupil data:

- a) to support pupil learning

- b) to safeguard pupils
- c) to monitor and report on pupil progress and equality of opportunity
- d) to provide appropriate pastoral and safeguarding care
- e) to allocate the correct teaching resource
- f) to provide appropriate additional support
- g) to assess the quality of our services
- h) to provide a service such as cash free catering
- i) to administer admissions waiting lists
- j) to provide information to families about events and activities at the school
- k) to comply with the law regarding education
- l) to administer and protect public funds
- m) to have accurate medical information on each child (such as food allergies)
- n) to have emergency contacts for each child

Most commonly, we process data where:

- We need to comply with a legal obligation (K from the table above)
- We need it to perform an official task in the public interest (a-j above)
- We need it to perform a contract (l above)

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (m and n above) - or someone else's interests Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Legal Obligation to collect and use pupil information

We are legally obliged to collect data to comply with the following legislation:

- Section 537a and Section 29 of The Education Act 1996
- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013
- the Education (School Performance Information) (England) Regulations 2007
- Article 6 and Article 9 of the new GDPR laws, provide some of the underpinning purposes for school's data collection.
- To follow DFE guidance on school attendance 2016 and Early Education and Childcare guidance 2018
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

Collecting pupil information

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with GDPR we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Storing pupil data

We follow legislation on how long we should hold pupil data in school. Please see our ICT Policy which includes details on records management and data handling practices.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

We comply with GDPR strict terms and conditions covering the confidentiality and handling of the data, security arrangements and use of the data.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the pupil attends after leaving us
- Your local authority
- UCAS
- RKL Trustees and Governors
- the Department for Education (DfE)
- The Red Kite Learning Trust schools/Trust
- School Nursing Service
- NHS services and medical providers abroad when on overseas trips
- Police forces, courts, and tribunals
- Pupils' family and representative
- Educators and examining bodies
- Selected partners to benefit educational attainment/provide a service which we have contracted them for
- The RKL auditors
- Youth Support Services (pupils aged 13+)

Why we share pupil information

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We share certain data with 3rd party suppliers who provide a service to us. All our suppliers follow GDPR data processing regulations.

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 share information about our pupils with our local authority (LA), the students LA and the Department for Education (DfE) under section 3 of The Education (Information about Individual Pupils) (England) Regulations 2013 and the Department of Health School Nursing Service.

Youth support services

What is different about pupils aged 13+?

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent / guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Our pupils aged 16+

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

DfE Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to: <https://www.gov.uk/education/data-collection-and-censuses-forschools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD). The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities, and awarding bodies. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupildatabase-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice, or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data?
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

For more information, follow the link below: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

To contact DfE: <https://www.gov.uk/contact-dfe>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

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

Data sharing security

To be granted access to pupil information, organisations must comply with GDPR strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

We will not without your express consent provide your personal information to any third parties for the purpose of direct marketing.

What are your Rights?

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Headteacher at your school.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Headteacher/Principal or our Data Protection Officer, Craig Stillwell, email dataservices@judicium.com in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Also see our Website Policy Page for:

- RKL ICT Policy
- RKL CCTV Policy
- RKL Data Protection Policy

Data Protection Officer

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer:

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

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Telephone: 0203 326 9174

Lead Contact: Craig Stilwell

Privacy Policy Changes

Although most changes are likely to be minor, the Red Kite Learning Trust may change its Privacy Policy from time to time, and in the Red Kite Learning Trust's sole discretion.

Red Kite Learning Trust (RKL)

Red Kite Learning Trust is the data controller for your school. RKL can be contacted at:

Red Kite Learning Trust, Arthurs Ave, Harrogate HG2 0DZ, 01423 574410

Red Kite Learning Trust (RKL) September 2021

II. Website Privacy Notice

Rossett School is committed to protecting and respecting your privacy.

This policy sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. By visiting <http://www.rossettschool.co.uk> you are accepting and consenting to the practices described in this policy.

For the purpose of the EU General Data Protection Regulation (GDPR), the data controller is Rossett School, Green Lane, Harrogate
HG2 9JP

Information we collect from you

We will collect and process the following data about you:

Information you give us. This is information about you that you give us by filling in forms on our website or by corresponding with us by phone, e-mail or otherwise. It includes information you provide when you register to use our site and when you report a problem with our site. The information you give us may include your name, address, e-mail address and phone number.

Information we collect about you.

With regard to each of your visits to our site we will automatically collect the following information: technical information, including the Internet protocol (IP) address, browser type and version, time zone, browser plug-in types and versions, operating system and platform, information about your visit, including the pages and other content you view, website interaction information (such as scrolling, clicks, and mouse-overs), load times and errors.

Information we receive from other sources. This is information we receive about you if you use any of the other websites we operate, service we provide and also includes information we receive from third parties. In this case we will have informed you when we collected that data if we intend to share those data internally and combine it with data collected on this site.

Disclosure of your information

Rossett School will not sell or transfer the personal information transmitted to us by others outside the school, and will not use submitted information for purposes other than those set out when contacting us.

Where we store your personal data

All information you provide to us is stored on our secure servers in the United Kingdom. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of it that is transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your rights

You have the right to ask us not to process your personal data for marketing purposes. We will ask you for consent (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. At any time after opting in to receive marketing communications you may opt-out by contacting us. Our site may, from time to time, contain links to and from the websites. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Exercising your rights under the GDPR

GDPR gives you individual rights regarding access, rectification, erasure, processing and data portability. To make a request under any of these rights please contact us. For further information please see the website of the UK's Information Commissioner's Office: <https://ico.org.uk>

Changes to our privacy policy

Any changes we make to our privacy policy in the future will be posted on this page. Please check back frequently to see any updates or changes to our privacy policy.

III. Recruitment Privacy Notice

This Privacy Notice has been written to inform prospective employees of Rossett School about what we do with your personal information.

Who are we?

Rossett School is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with the UK GDPR and to oversee data protection procedures. Veritau's contact details are:

<p>Schools Data Protection Officer Veritau Ltd County Hall Racecourse Lane Northallerton DL7 8AL</p> <p>schoolsDPO@veritau.co.uk 01904 554025</p> <p><i>Please ensure you include the name of your school in all correspondence</i></p>	
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What information do we collect and why do we require it?

As part of your job application Rossett School will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

This information includes, but is not necessarily limited to:

- Your name(s), title, contact details, address, and National Insurance Numbers;
- ID Documents;
- Eligibility to Work
- Previous employment history;
- Education and Professional Qualifications;
- Membership of professional or government bodies;
- Referee Details;
- Equalities information (so that we can monitor workplace equality);
- Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- Relevant criminal history data as required to determine suitability for the role.
- Any other relevant information you wish to provide to us.

Who do we obtain your information from?

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- Your nominated referees,
- The Disclosure and Barring Service,

- The Local Authority.

Who do we share your personal data with?

Generally we will keep your personal data within the school but in some instances may be required to disclose your personal data to:

- Third party assessment providers (in order to facilitate your suitability for a role),
- The Local Authority (who may assist the school with the recruitment process),
- Our governing body.

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

How long do we keep your personal data for?

Data held	Retention period
If your job application is successful	Your information will be kept on your personnel file and kept in accordance with other HR retention periods;
If your job application is unsuccessful	Your information will be kept for six months

What is our lawful basis for processing your personal data?

The School is required to process your personal data, your special category data and your criminal history data for the performance of your employment contract or to take necessary steps to enter in to an employment contract.

The School is also legally required to collect some information as defined by employment law (i.e equalities and diversity).

The School therefore relies on Article 6(1)(b) and Article 6(1)(e) of the General Data Protection Regulation to process your personal data, Article 9(2)(g) of the General Data Protection Regulation to process your special category data.

To process your criminal history data, the School relies on the following conditions under Schedule 1 of the Data Protection Act 2018:

- 1 (6). Statutory and government purposes
- 5 (10). Preventing or detecting unlawful acts
- 13 (18). Safeguarding of children and individuals at risk

What rights do you have over your data?

Under the UK GDPR you have the following rights in relation to the processing of your personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request access to your personal data that we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed

You can exercise any of these rights by contacting: hr@rossettschool.co.uk

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF icocasework@ico.org.uk// 0303
123 1113

- IV. **Learning records service privacy notice**
 - i. [LRS privacy notice - GOV.UK](#)