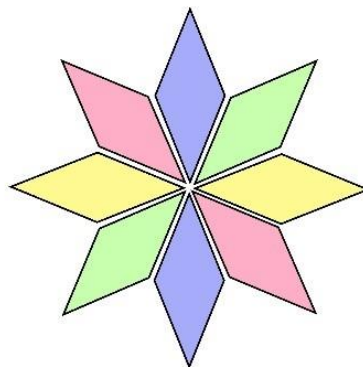


Kaleidoscope: Privacy notice for Parents, including pupil data

WE BELIEVE YOU CAN



Kaleidoscope

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1. Introduction

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This notice explains how we collect, store and use personal data about **pupils at our school**, like you.

We, Kaleidoscope School, Porthill Lodge, High Street, Newcastle-un-Lyme ST5 0EZ 01782 624689 are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Jo Talbot-Beech (see 'Contact us' below).

2. The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Results of internal assessments and externally set tests
- Attendance records
- Details of any behaviour issues or exclusions
- Details of your family circumstances
- Details of any support received, including care packages, plans and support providers
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, like your ethnic background or any special educational needs
- Information about any health/ medical conditions
- Photographs

3. Why we use this data

We use the data listed above to:

- a) Get in touch with you when we need to
- b) Report to you on your child's attainment and progress
- c) Keep you informed about the running of the school (such as emergency closures) and events
- d) Provide appropriate pastoral care
- e) Protect pupil welfare
- f) Administer admissions waiting lists
- g) Assess the quality of our services
- h) Carry out research
- i) Comply with our legal and statutory obligations
- j) Track how well the school as a whole is performing
- k) Look after your wellbeing
- l) Support pupil learning
- m) Comply with the law regarding data sharing

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' by contacting us (see 'Contact us' below).

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- In accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school as set out in keeping children safe in education and our child protection and safeguarding policy.
- In accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out in keeping children safe in education and our child protection and safeguarding policy.

- › In accordance with the ‘consent’ basis – we will obtain consent from you to use your personal data
- › In accordance with the ‘vital interests’ basis – we will use this personal data in a life-or-death situation
- › In accordance with the ‘contract’ basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- › In accordance with the ‘legitimate interests’ basis – where there’s a minimal privacy impact and we have a compelling reason.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For ‘special category’ data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- › We have obtained your explicit consent to use your information in a certain way
- › We need to use your information under employment, social security or social protection law
- › We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
- › The information has already been made obviously public by you
- › We need to use it to make or defend against legal claims
- › We need to use it for reasons of substantial public interest as defined in legislation
- › We need to use it for health or social care purposes, and it’s used by, or under the direction of, a professional obliged to confidentiality under law
- › We need to use it for public health reasons, and it’s used by, or under the direction of, a professional obliged to confidentiality under law
- › We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- › We have obtained your consent to use it in a specific way
- › We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
- › The data concerned has already been made obviously public by you
- › We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- › We need to use it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we want to collect information from you, we make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that), or if you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- › Local authorities
- › Government departments or agencies
- › Your children
- › Police forces, courts, tribunals

6. How we store this data

We keep personal information about you while you're attending our school. We may also keep it beyond your attendance at our school if this is necessary. Our records management and retention policy sets out how long we keep information about pupils and parents.

If you would like a copy of our records management and retention policy please request this from Jo Talbot-Beech.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We'll dispose of your personal data securely when we no longer need it.

7. Who we share data with

We don't share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it's legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- › Our local authority Staffordshire County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- › Government departments or agencies
- › Our youth support services provider
- › Our regulator, OFSTED
- › Suppliers and service providers
- › Financial organisations
- › Our auditors
- › Survey and research organisations
- › Health authorities
- › Security organisations
- › Health and social welfare organisations
- › Professional advisers and consultants
- › Charities and voluntary organisations
- › Police forces, courts, tribunals

National Pupil Database

We have to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

7.1 Transferring data internationally

We do not currently process any personal data with any international third parties.

If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach

- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know first.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Jo Talbot-Beech on 0799003446, in unforeseen circumstances where Jo is not available, please contact Rebecca Butterfield-Davis on 07990 034486