



RUTLISH SCHOOL

PRIVACY NOTICE – Parents/Carers

HOW WE USE YOUR INFORMATION

Introduction

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information. If you have any questions about this notice, please contact us (see 'Contact us' below).

We, Rutlish School, Watery Lane, SW20 9AD, 020 8542 1212 are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer/Lead is the School Business Manager (see 'Contact us' below).

What is "personal information"?

Personal information is information that identifies you as an individual. This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

How and why does the School collect and use personal information?

We set out below examples of the different ways in which we may collect, use, store and share (when appropriate) your personal information, but is not restricted to: The school's primary reason for using your personal information is to provide an education to your child:

- We obtain information about you from admissions forms and from your child's previous school. We may have information about any family circumstances which might affect your child's welfare or happiness.
- We may store bank details for school payments and refunds.
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other students at the school.
- We may send you information to keep you up to date with what is happening at the school. For example, by sending you information about events and activities taking place (including fundraising events) and the School newsletter.
- We may use information about you if we need this for historical research purposes or for statistical purposes.
- Records of any correspondence and contact with us.
- Details of any complaints you have made.
- To comply with our legal and statutory obligations.

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:

- We may also get information from professionals such as doctors and from local authorities.
- We use CCTV to make sure the school site is safe.
- We may take photographs or videos of you at school events to use on social media and on the school website. This is to show prospective parents and students what we do here and to advertise the school. We may continue to use these photographs and videos after your child has left the school.

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' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

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.

Our legal grounds for using your information

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

Public interests

This means that the processing of your data is necessary for public interests. The school relies on public interests for most of the ways in which it uses your information. Specifically, the school has a public interest in:

- Providing your child with an education.
- Safeguarding and promoting your child's welfare and the welfare of other students.
- Promoting the objectives and interests of the school.
- Facilitating the efficient operation of the school.
- Ensuring that all relevant legal obligations of the school are complied with.

Legal obligation

Where the school needs to use your information in order to comply with a legal obligation, for example to report a concern about your child's wellbeing to Young People'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.

Legitimate interest

Personal data may be processed on the basis that the school has a legitimate interest in processing that data, provided that such legitimate interest is not overridden by your rights or freedoms.

The school 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.

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.

Our basis for using special category data

For 'special category' data, 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 data protection law:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to 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 data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.

- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing 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 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 manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

Collecting Personal Information

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

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether 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 young people
- Police forces, courts, tribunals

How we store this data

We keep personal information about you while your young person is attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our Data Protection Policy sets out how long we keep information about parents and carers.

To request a copy of your record retention schedule, please contact us (see 'Contact us' below).

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

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

Sharing personal information with third parties

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

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

- In accordance with our legal obligations, we may share information with The London Borough of Merton and other local authorities, the Department for Education and Ofsted for example, where we have any safeguarding concerns, leaves to attend another school.
- On occasion, we may need to share information with the police in cases of emergency.

- We may also need to share information with our legal advisers for the purpose of obtaining legal advice.
- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your information with them if this is relevant to their work.
- We may share some information with our insurance company, for example, where there is a serious incident at the School.
- We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations.
- We may need to share with Health Authorities information if there is an emergency, for example, if you are hurt whilst on School premises.
- Charities and voluntary organisations for example the school's PTA
- Suppliers and service providers for example exam centres, catering companies, trip and residential companies this is not limited to.

Sending information to other countries

We may send your information to countries which do not have the same level of protection for personal information as there is the UK. For example, we may store your information on cloud computer storage based overseas or communicate with you by email when you are overseas (for example, when you are on holiday).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then, it might not have the same level of protection for personal information as there is the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place, please contact. (see 'Contact us' below).

Transferring data internationally

We may share personal information about you with the following international third parties outside of the European Economic Area, where different data protection legislation applies:

- To universities and schools, the school will transfer data on the basis of an adequacy decision by the European Commission.
- Where we transfer your personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.
- In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

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 (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing 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, and any consequences of this
- Give you a copy of the information in an intelligible form

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

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

Your other rights regarding your data

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

- Object to our use of your personal data.
- Prevent your data being used to send direct marketing.
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected .
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing.
- In certain circumstances, be notified of a data breach.
- Make a complaint to the Information Commissioner's Office.
- Claim compensation for damages caused by a breach of the data protection regulations .

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

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 concern about our data processing, please raise this with us in the first instance.

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

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**:

Our data protection officer is: schoolsDPO@merton.gov.uk

However, our **data protection lead** has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them: School Business Manager email administration@rutlish.merton.sch.uk