

CALDER HOUSE SCHOOL

Thickwood Lane, Colerne, Near Chippenham, Wiltshire, SN14 8BN

Privacy Notice: Pupils and Parents

Calder House recognises its responsibilities under the General Data Protection Regulation (GDPR) effective from 25/5/18. In line with these responsibilities we have produced this Privacy Notice for Pupils and Parents – that is to say children who attend Calder House and their parents/legal guardians.

The purpose of this notice is to clearly explain the following:

1. who we are;
2. what personal information we will ask you for;
3. why we need this personal information and what we will use it for;
4. the legal basis for holding this personal information;
5. who we will shared this personal information with;
6. how long we will keep this personal information for.

1) Calder House School is an independent school specially organised to teach children with Specific Learning Difficulties. It is owned by Calder House Ltd. The school's Headteacher has overall responsibility for the way in which Calder House collects, processes and stores data. The Headteacher fulfils the role of both Data Controller and Data Protection Office as these roles are described within GDPR.

2) Calder House, holds the following personal data about each child and the adults responsible for them:

- a) the child's name, age, gender, date of birth
- b) details of the SpLD experienced by the child and their learning profile, assessment data and levels of academic attainment – historic and current
- c) details of assessments by other professionals, information supplied by previous schools, information supplied by the Local Authority
- d) details of safeguarding concerns
- e) CCTV images of the child in the school playground (and parents/guardians when they visit school)
- f) photo images of the child in the whole school photo
- g) individual photo images of the child for internal use by the School (for example in the child's one page profile; reports etc.)
- h) photo images of the child for to be used to promote the School (such as images used on the School's website)
- i) contact details for parents/guardians – for use by the School
- j) contact details for parent/guardians – for use by other parents
- k) details of allergies and other relevant medical conditions/information relating to the child
- l) correspondence relating to the child sent or received by the School
- m) details of attendance
- n) examples of school work produced by the child

Calder House recognises that the personal data we collect will be of a sensitive nature and that information relating to medical conditions and safeguarding will fall under the classification of Special Category Data.

3) We collect personal information from Pupils/Parents for the following reasons:

- a) To keep pupils safe and ensure we meet our legal obligations with regard to Safeguarding/Child Protection legislation
- b) To fulfil our duties and responsibilities as a School
- c) To promote the school.

4) The legal basis on which we hold your data varies depending on the data we are referring to:

- a) The legal basis on which we hold the data described in 2h and 2j (above) is Consent – as described under Article 6 (1) (a) of the GDPR and, with regard to Special Category Data, Article 9 (2) (a). We therefore need to obtain your consent to gather and use this personal information. We will do this



using a separate form – which we will ask you to sign. Having given us consent, you have the right to withdraw it at any time by contacting us using one of the email addresses below. Upon receipt of your email, we will erase all of the personal data we have gathered from you in these categories.

- b) The legal basis on which we hold the data described in 2a, 2b, 2c, 2e, 2f, 2g, 2i, 2l and 2n (above) is set out in Article 6 (1) (f) of the GDPR which allows the processing of data on the grounds of a legitimate interest.
- c) The legal basis on which we hold the data described in 2d, 2k, 2m (above) is set out in Article 6 (1) (c) of the GDPR which allows the processing of data on the grounds of legal obligation.
- d) The legal basis on which we hold Special Category Data relating to safeguarding and medical information is set out in Article 9 (2) (b) of the GDPR which allows for the processing of Special Category Data on the grounds of legal obligation.

5) We will not pass any of the personal information we obtain on our pupils or their parents to a third party without the knowledge and consent of parents unless we have an obligation to do so because of a significant safeguarding/child protection concern.

6) The data we hold on pupils will be kept by Calder House until the August following his/her 25th birthday when it will be securely destroyed with the following exceptions:

- a) images of pupils in the whole school photograph – these will be held indefinitely
- b) details of attendance – these will be held indefinitely
- c) parents contact details – these will be held for three years after a pupil leaves the school

Calder House has a duty of care towards everyone whose personal data is collected, used and stored by the school. This includes advising you of your rights in relation to your personal data. These are as follows:

- a) The right to be informed
- b) The right of access
- c) The right to rectification
- d) The right to erase
- e) The right to restrict processing
- f) The right to data portability
- g) The right to object*
- h) Rights in relation to automated decision making and profiling: on the basis that Calder House does not engage in these activities this do not apply.
- i) *if you think there is a problem with the way in which Calder House is handling your personal information you have the right to complain to Information Commissioners Office

When pupils leave Calder House, a summary of the progress they have made during their time at the School and the name of the school they are joining is published within our Leavers Data and published on the School's website. This data is anonymised and individual pupils cannot be identified from it. However, if you would prefer that your child's data was not used in this way, we will delete it upon request.

Calder House aims to be both secure and transparent in the way in which it processes data. We also wish to be helpful. If you require additional information on any of the points raised above please contact the Headteacher of Calder House School (head@calderhouseschool.co.uk) or the Managing Director of Calder House Ltd (jasonpage@calderhouseschool.co.uk).

This Privacy Notice was last reviewed and updated on 2 June 2018.