



Privacy Notice

Data Protection Officers: Marty Learman, Jayne Neal

Laurence Jackson School collects and processes personal information to enable us to deliver the best academic and pastoral support to students attending our school. We are committed to being transparent about how we collect and use that information to meet data protection obligations under the General Data Protection Regulation. Our Privacy Notice relates to our processing of personal information of past, present and potential future students.

What information do we collect?

We collect and process a range of information about our students. This includes:

- name, address, date of birth, gender, photograph and contact details including parental email address and telephone number
- information relating to nationality, ethnic origin, native languages, religion or similar beliefs
- information relating to previous education history including the previous educational institutions attended and any courses that may have been completed, dates of study and assessment results
- information about family or personal circumstances, where this is relevant to provide students with appropriate pastoral care. This includes emergency contact details and eligibility for free school meals
- sensitive personal information may be collected where it concerns health and medical conditions, including dietary requirements, or Special Educational Needs (examination access arrangements and other learning support requirements)
- attendance information, including reasons for absence and subsequent actions taken
- records relating to assessments of student work, progress through studies, details of examinations taken, predicted and actual examination grades, and assessment results
- information relating to student use of school IT services such as a record of equipment and applications used, websites visited and documents accessed, printed or deleted
- CCTV imagery captured on school grounds

Required information is collected and shared in a variety of ways

Information is collected through the application process, telephone conversations, letters home, email messages, and the School Gateway parental portal. There are instances when we collect or share personal data about students through verified third parties, to best support them during their time at school, a change of school, or to support their transition into Further Education, Employment or Training. Such sharing requests may include references, career aspirations or information gathered from enrichment such as work experience, academic pursuits or extra-curricular activities.

Why do we process personal information and what is the lawful basis for doing so?

We are required to complete public tasks as part of our duty as a school and we process personal information to effectively deliver education to students. We also seek parental consent for some specific data processing activities where school chooses to share information with carefully selected external organisations such as to create individual user accounts within online learning resources chosen to enhance student engagement and enjoyment during learning or online administration services enabling us to operate more effectively and efficiently. Where we have obtained consent to use personal information, this consent can be withdrawn at any time and we will make this clear at the time of request. We also need to process data to ensure that we comply with our legal obligations.

Reasons we process personal information include:

- to facilitate the admissions process
- administration and provision of teaching and learning (e.g. organising classes, monitoring attendance, mapping progress, arranging academic support, obtaining student feedback)
- management and delivery of pastoral support (e.g. offering careers and employability opportunities, promoting student welfare, dealing with concerns, documenting student behaviour)
- administration of access to IT services, library facilities, and enrichment opportunities
- implementation of administrative tasks to facilitate general school operation

Who has access to personal information?

Access to personal information is restricted and is only shared on a need to know basis as and when required. Internally, specific members of staff have access to personal information to provide efficient and effective school operation and to ensure we meet our duty of care. Information may be disclosed to authorised external organisations to whom we have a statutory obligation or to whom we engage to enhance our delivery of education. These will include: the Education Skills Funding Agency (ESFA); the Department for Education (DFE); the Learner Record Service (LRS); Local Authorities (LA); third party organisations chosen to monitor, analyse and evaluate the performance and effectiveness of the school, and potential future educational institutions and employers of students. Personal information will not be transferred to countries outside the European Economic Area unless data protection law allows us to do so.

How do we protect personal information?

The security and integrity of personal information is considered paramount. We develop and follow appropriate policies and apply suitable controls to ensure that personal information is not accidentally, unintentionally or unnecessarily disclosed, lost, destroyed, misused or misplaced; and is not accessed by any person except by our employees in the performance of their duties. Where we engage third parties to process personal information on our behalf, they do so on the basis of written instructions under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of personal information.

How long do we keep personal information?

We are required keep some forms of personal information for longer than others. Necessity determines data retention periods to ensure personal information is not held for longer than required. Retention is aligned with current legislation and best practice employed in an educational setting.

Your rights

As a data subject, you have a number of rights. You can:

- access or obtain a copy of your personal information
- require us to change incorrect or incomplete personal information
- require us to delete or stop processing your personal information
- object to the processing of your personal information
- request we stop processing personal information for a period of time if it is inaccurate or there is a dispute about whether or not your interests override the school's lawful purpose for processing.

If you would like to exercise any of these rights, please contact Data Protection Officer, Laurence Jackson School, Church Lane, Guisborough, Redcar and Cleveland, TS14 6RD.

If you believe that we have not complied with your data protection rights, you can report a concern to the UK Information Commissioner's Office:

Online: <https://ico.org.uk/concerns>
Telephone: 0303 123 1113
In writing: Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

What if you do not provide personal information?

While the majority of the personal information you provide is mandatory as it is necessary for the effective delivery of the student educational experience and for our operation, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

If you are concerned about the provision or use of any information we have asked for please contact us for clarification.