

The Discovery School

Privacy Notice for Parents and Carers



Privacy notice

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data.

The Discovery School is the 'data controller' for the purposes of data protection law.

Our Data Protection Officers are Adam Halsey and Stacy Williams who are based at Invicta Law and can be contacted at:

- E-mail: dpo@invicta.law

The personal data we hold

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

- Name
- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Banking and salary details
- Safeguarding information
- Photographs
- CCTV images

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs and sexual orientation
- Health, including any medical conditions, sickness records and disability status

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable ethnicity and disability monitoring
- To report to the DFE or other notifiable external body

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

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- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

How we store this data

Records are stored securely in paper files and/or on the School's secure server.

The information is kept secure and is only used for purposes directly relevant to your child's attendance at our school, or other legal purposes. We keep personal information while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. All data is securely destroyed once our legal obligations have been met.

Data sharing

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

Where it is legally required, or necessary (and it complies with the UK General Data Protection Regulations, otherwise known as the UK GDPR) we may share personal information about you with:

- Our Local Authority, to meet legal obligations
- The Department for Education, to meet legal obligations
- Your family or representatives with written consent, to protect your vital interests
- Health authorities, to meet legal obligations
- Health and social welfare organisations, to meet legal obligation such as Riddor reporting
- Professional advisers and consultants, to fulfill a legal obligations
- Police forces, courts, tribunals, to meet legal obligations

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with the UK GDPR.

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Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Tell you why we are holding and processing it, and how long we will keep it for
- 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 apply in writing, addressing your request to the School's Data Manager.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to 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, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Headteacher.

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.

To make a complaint, please contact our Data Protection Officer.

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

- Report a concern online at <https://ico.org.uk/concerns/>
- 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 Headteacher in the first instance.

- Miss T Gobell at office@discovery.kent.sch.uk

Our data protection Manager is Mrs. A Alexander: aalexander@discovery.kent.sch.uk

Our DPO Services and can be contacted at dpo@invicta.law