

## **Privacy Notice for Children & Parents**

### **INTRODUCTION**

We are the Fortuna and Athena Federation. We are a local authority special educational provision for children with social, emotional and mental health difficulties. We take our responsibilities as a data controller seriously and are committed to using the personal data we hold in accordance with the law.

This privacy notice provides detailed information about how we process personal data. If you have questions regarding your personal data or its use, please contact Abigail Thorpe for Fortuna School and Debra Houlton for Athena School.

### **TYPES OF PERSONAL DATA WE PROCESS**

We process personal data about prospective, current and past: pupils and their parents; staff, governors, suppliers and contractors; and others visiting the Fortuna and Athena Federation.

The personal data we process takes different forms – it may be factual information, expressions of opinion, images or other recorded information which identifies or relates to a living individual. Examples include:

- o names, addresses, telephone numbers, e-mail addresses and other contact details;
- o family details;
- o admissions, academic, disciplinary and other education related records, information about special educational needs, references, examination scripts and marks;
- o education and employment data;
- o images, audio and video recordings;
- o financial information;
- o courses, meetings or events attended.

As a school, we need to process special category personal data (eg concerning health, ethnicity, religion) and criminal records information about some individuals (particularly pupils and staff). We do so in accordance with the law (including safeguarding or employment) or by explicit consent.

## **COLLECTING, HANDLING AND SHARING PERSONAL DATA**

We collect most of the personal data we process directly from the individual concerned (or in the case of pupils, from their parents/carers). In some cases, we collect data from third parties (for example, referees, previous schools, the Disclosure and Barring Service, or professionals or authorities working with the individual).

Personal data is processed by appropriate members of staff. We take appropriate steps to ensure the security of personal data about individuals. In the course of school business, we share personal data (including special category personal data where appropriate) with third parties such as examination boards, and relevant authorities (eg the Local Authority; Department for Education; HM Revenue and Customs, Department for Work and Pensions). Some of our systems are provided by third parties, eg hosted databases, school website, school calendar, school post and my school portal or cloud storage providers. We have contract agreements in place with these agencies.

We do not share or sell personal data to other organisations.

## **PURPOSES FOR WHICH WE PROCESS PERSONAL DATA**

We process personal data to support the Fortuna and Athena Federation's pupils and in particular for:

- o The selection and admission of pupils;
- o The provision of education to pupils including the administration of the school curriculum and timetable; monitoring pupil progress and educational needs; reporting to parents; examination entries, publishing the results.
- o The provision of educational support to pupils and their families; provision of careers; school trips; provision of the school's IT
- o The safeguarding of pupils' welfare and pastoral care
- o Compliance with annual census information
- o Operational management of our schools including the maintenance of pupil records; the management of security and safety arrangements (including the use of CCTV and monitoring of the school's IT systems in accordance with our Acceptable Use Policy); policies for pupils and staff; the maintenance of historic archives in line with our storage and retention policy;
- o The recruitment of staff (including compliance with DBS procedures); administration of payroll, pensions and sick leave; review and appraisal of staff performance; conduct of any grievance, capability or disciplinary procedures;

o The promotion of the Fortuna and Athena Federation through its own websites,

## **KEEPING IN TOUCH**

We keep in touch with past pupils, current or former parents until the pupil turns 18. We ask you to let us know your data preferences so that we can ensure our communications are relevant to you. You can update your data preferences at any time via our emails..

## **HOW LONG WE KEEP PERSONAL DATA**

We retain personal data only for a legitimate and lawful reason and only for so long as necessary or required by law. We have a Storage and Retention procedure which sets out the time period for which different categories of data are kept. If you have any specific queries about our record retention periods, or wish to request that your personal data is considered for erasure, please contact Abigail Thorpe for Fortuna School and Debra Houlton for Athena School.

## **YOUR RIGHTS**

You have various rights under Data Protection Law to access and understand the personal data we hold about you, and in some cases to ask for it to be erased or amended or for us to stop processing it, but subject to certain exemptions and limitations.

You always have the right to withdraw consent. Please be aware however that the school may have another lawful reason to process the personal data in question even without your consent. That reason will usually have been asserted under this Privacy Notice. If you would like to access or amend your personal data, or would like it to be transferred to another person or organisation, or have some other objection to how your personal data is used, please make your request in writing to the contact Abigail Thorpe for Fortuna School and Debra Houlton for Athena School.

We will respond to any such written requests within 15 school days. If the request is excessive or similar to previous requests, we may have to charge a proportionate fee, but only where Data Protection Law allows it.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal privilege. We are also not required to disclose any pupil examination scripts nor

any confidential reference given by the school for the purposes of the education, training or employment of any individual.

## **PUPIL DATA**

The rights under Data Protection legislation belong to the individual to whom the data relates. However, we will rely on parental consent to process personal data relating to pupils (if consent is required) unless, given the nature of the processing in question, and the pupil's age and understanding, it is more appropriate to rely on the pupil's consent. We do consult at times where appropriate pupil's consent but ultimately it is parental consent.

## **CHANGE OF DETAILS**

We try to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Please notify the school of any significant changes to important information, such as contact details, held about you.

## **THIS POLICY**

Our privacy notice should be read in conjunction with our other policies. We will update this Privacy Notice from time to time. Any substantial changes that affect how we process your personal data will be notified on our website and to you directly, as far as practicable.

If you have any questions about this privacy notice please contact [olivia.blockley@fortuna.lincs.sch.co.uk](mailto:olivia.blockley@fortuna.lincs.sch.co.uk) or [jo.issott@athenaschool.org.uk](mailto:jo.issott@athenaschool.org.uk)

You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with us before involving them.