

Darton College GDPR Privacy Notice (Parents, Carers and Learners)

Who processes your information?

Darton College are a data processor and data controller for personal, special category and other types of data that is provided to us. We can collect information from various sources however, it is mainly from parents, carers and the previous schools that our learners attended.

Why do we collect and use your information?

Darton College holds the legal right to collect, store and use personal data relating to learners and their families. We may receive information from your child's previous school, Local Authority and/or the Department for Education. We collect and use personal data in order to meet the legal requirements and legitimate interests as outlined in the GDPR and UK Law; including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with these legislations, the way Darton College uses the personal data of our learners includes but is not limited to:

- Supporting effective Teaching and Learning.
- Monitoring, reporting and supporting learner progress.
- Providing appropriate pastoral care.
- Safeguarding all our learners.
- Assessing the overall quality of the service Darton College provides.
- To comply with the law regarding data sharing.

What data is collected?

The categories of learner information that Darton College collects, holds and shares includes the following:

Information	Examples
Personal	Name, Date of Birth, Address
Characteristics	Nationality, EAL, Free School Meal eligibility, Biometric information
Attendance	Absences, Reasons for Absence, Attendance Interventions
Assessment	Teacher Assessment Grades, Prior Attainment
Medical	Conditions, Medication Requirements
SEND	Learning Difficulty Type, Key Worker Information
Behavioural	Exclusions, Behavioural Interventions, Incident Logs

Darton College encourages both learners, parents and carers to inform us if any data relating to a learner may be inaccurate or incomplete so we can make the necessary alterations. We carry out annual data checks for all of our learners that are currently on roll in an attempt to ensure all the data we hold is accurate and relevant.

Whilst the majority of the personal data you provide to Darton College is mandatory, some is provided on a voluntary basis. In addition, some data collection may require your consent. In this instance, Darton College will provide you with specific and explicit information with regards to the reasons the data is being collected and how it will be used.

How long is your data stored for?

In accordance with GDPR, we do not store data indefinitely. Data is stored for as long as is necessary for it to complete the task it was originally collected for. All data is securely disposed of when no longer required which is in line with Darton College's GDPR Data Protection and Retention Policy.

Will my information be shared?

Darton College will not share your personal information with any third parties without your consent, unless the law allows us to do so. We routinely share learner information with:

- Learners' destinations upon leaving Darton College.
- The Local Authority.
- The NHS.
- The Department for Education (DfE).

Darton College is required to share learner information with the Local Authority through statutory data collections such as census returns. The returns are then sent on to the DfE where they collate data in the National Pupil Database (NPD). The NPD is managed by the DfE and contains information about learners in schools in England. The DfE may share information about our learners from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

When a learner leaves Darton, either at the end of Year 11 or to transfer to another school, we are also required to pass relevant information on about the learner.. For learners transferring to another school, we send information to the learner's new school so that they can accurately go on the school's internal learner database. When information is shared externally, Darton College takes the necessary steps to ensure the appropriate protection and encryption is used to secure data before sharing.

Once our learners reaches the age of 13, we also pass on their information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education

or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services.
- careers advisers.

A parent or carer, can request that only their child's name, address and date of birth is passed to the local authority or provider of youth support services by informing us. This right is transferred to the child / learner once he/she reaches the age 16.

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- post-16 education and training providers.
- youth support services.
- careers advisers.

For further information about services for young people, please visit our local authority website.

What are your rights?

Under data protection legislation, parents, carers and learners have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Darton College via telephone on: **01226 382568** or email: **mail@dartoncollege.co.uk**.

You also have the right to:

- Object to the processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent the processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- Have inaccurate personal data rectified, blocked, erased or destroyed In certain circumstances.
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern regarding the way that we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at: **<https://ico.org.uk/concerns/>**

Contact

Should you wish to discuss anything in this privacy notice, please contact our designated Data Protection Officer Mr. David Clapham on: **01226 382568** or email: **mail@dartoncollege.co.uk**.