# Privacy Notice for parents/carers

Under data protection law, individuals have a right to be informed about how DASP Ltd 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 about **pupils**. We, DASP Ltd, are the ‘data controller’ for the purposes of data protection law. Our Data Protection Officer is Richard Scott. (see ‘Contact us’ below).

**The personal data we hold**

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

* Contact details, contact preferences, date of birth, identification documents
* Results of internal assessments and externally set tests
* Pupil and curricular records
* Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
* Exclusion information
* Details of any medical conditions, including physical and mental health
* Attendance information
* Safeguarding information
* Details of any support received, including care packages, plans and support providers
* Photographs

We may also hold data about pupils that we have received from other organisations, including DASP schools and the Local Authority.

**Why we use this data**

We use this data to:

* Support pupil learning
* Monitor and report on pupil progress
* Monitor and improve pupil attendance

**Our legal basis for using this data**

We only collect and use pupils’ personal data when the law allows us to. Most commonly, we process it where:

* We need to comply with a legal obligation
* We need it to perform an official task in the public interest

Less commonly, we may also process pupils’ personal data in situations where:

* We have obtained consent to use it in a certain way
* We need to protect the individual’s vital interests (or someone else’s interests)

Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils’ personal data overlap, and there may be several grounds which justify our use of this data.

**Collecting this information**

While the majority of information we collect about pupils is mandatory, 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.

**How we store this data**

We keep personal information about pupils while they are attending a DASP school. We may also keep it beyond their attendance at school if this is necessary in order to comply with our legal obligations. When we no longer need the personal information we hold, we will ensure it is deleted or anonymised. This will be done in accordance with the Information and Records Management Society’s toolkit: http://irms.org.uk/page/SchoolsToolkit

**Data sharing**

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

* *The Local Authority – to meet our legal obligations to share certain information with it, such as school attendance*
* *The pupil’s family and representatives – to meet our legal obligations to share certain information with them, such as school attendance*
* *Health authorities – to meet our legal obligations to share certain information with them, such as school attendance*
* *Health and social welfare organisations – to meet our legal obligations to share certain information with them, such as school attendance*
* *Professional advisers and consultants - – to meet our legal obligations to share certain information with them, such as school attendance*
* *Police forces, courts, tribunals - – to meet our legal obligations to share certain information with them, such as school attendance*

**Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

**Parents and pupils’ rights regarding personal data**

Individuals have a right to make a **‘subject access request’** to gain access to personal information that DASP Ltd holds about them.

Parents/carers can make a request with respect to their child’s data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data DASP Ltd holds about them.

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

* Give you a description of it
* Tell you why we are holding and processing it, and how long we will keep it for
* Explain where we got it from, if not from you or your child
* Tell you who it has been, or will be, shared with
* 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

**Other rights**

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

* Object to the use of personal data if it would cause, or is causing, damage or distress
* Prevent it being used to send direct marketing
* Object to 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 data protection officer.

**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 D**ata Protection Officer**:

Richard Scott, c/o The Thomas Hardye School, Queens Avenue, Dorchester, Dorset, DT1 2ET 01305 264044