



## Privacy Notice for Students aged 12 and over

### 1. Introduction

Under UK data protection law, you have the right to be informed about how Lady Manners School uses any personal data that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about students at our school, like you.

We, Lady Manners School, Shutts Lane, Bakewell, Derbyshire, DE45 1JA (telephone: 01629 812671), are the 'data controller' for the purposes of data protection law.

Our data protection officer is Miss J Picknell, Deputy Headteacher (see 'Contact us' below).

### 2. The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

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

- Your contact details
- Your test results
- Your attendance records
- Details of any behaviour issues or exclusions

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, like your ethnic background or any special educational needs
- Information about any medical conditions you have
- Photographs, CCTV images and biometric data

### 3. Why we use this data

We use the data listed above to:

- a. Get in touch with you and your parents/carers when we need to
- b. Check how you're doing in exams and work out whether you or your teachers need any extra help
- c. Track how well the school as a whole is performing
- d. Look after your wellbeing
- e. Celebrate school life and student achievement
- f. Aid the efficient running of the school

#### 3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or Class Charts promoting school events, campaigns, charitable causes or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or messages at any time by contacting us (see 'Contact us' below).

#### 3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### 4. Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this.

Our lawful basis for processing your personal information for the reasons listed in sections 3 above are:

- For the purposes of 3a, 3b, 3c, 3d and 3f (above) in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school and to meet our responsibilities under law
- For the purposes of 3f (above) (eg biometric data for payment for school meals) – we will obtain consent to use your personal data
- For the purposes of 3d (above) (eg medical information following an accident), in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation
- For the purposes of 3a (above) (eg passport details for a school trip), in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you
- For the purposes of 3c and 3f (above), in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason, including:
  - Identifying improvements in the way we deliver our services

Where you have provided us with consent to use your information, you may withdraw this consent at any time. We will make this clear when requesting your

consent, and explain how you would go about withdrawing consent if you wish to do so.

#### **4.1 Our basis for using special category data**

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

## **5. Collecting this data**

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals
- Other educational settings

## **6. How we store this data**

We keep personal information about you while you are attending our school. We may also keep it beyond your attendance at our school if this is necessary. Our Retention Policy sets out how long we keep information about students and is available on request.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## **7. Who we share data with**

We do not share information about your child 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 UK data protection law) we may share personal information about you with:

- Establishments that the you attend after you leave us – to enable your education to continue without interruption
- Our local authority, Derbyshire County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies
- Our regulator, Ofsted
- Examining bodies – to meet our legal obligations to share certain information with it, such as information about examination results
- Suppliers and service providers:
  - Catering systems
  - Online learning facilities
  - Careers information providers
- Financial organisations
- Our auditors
- Health authorities
- Security organisations
- Health and social welfare organisations
- Charities and voluntary organisations
- Police forces, courts, tribunals

## **National Pupil Database**

We are required to provide information about you to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with third parties, such as other organisations which promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

### **7.1 Transferring data internationally**

We do not currently share personal information about your child with international third parties outside of the UK, where different data protection legislation applies.

If this changes in the future, we will do so in accordance with data protection law.

## **8. Your rights**

### **8.1 How to access personal information that we hold about you**

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- 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 (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

### **8.3 Your other rights regarding your data**

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact us (see 'Contact us' below).

## **9. 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.

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

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Miss J Picknell  
Data Protection Officer  
Lady Manners School  
Shutts Lane  
Bakewell  
Derbyshire  
DE45 1JA

or by email at [info@ladymanners.derbyshire.sch.uk](mailto:info@ladymanners.derbyshire.sch.uk)