



The Libra School

Privacy Notice (How we use information about students and parents)

You have a legal right to be informed about how our school uses any personal information that we hold about you. This privacy notice explains how we collect, store, and use personal data about you. In it, any reference to “students” includes current, past or prospective students and any reference to “parents” includes parents, carers or guardians.

Blackford Education (Schools) Limited is a data controller under the UK General Data Protection Regulation (UK GDPR) and registered with the Information Commissioner’s Office (registration number ZA018704).

Our Data Protection Officer is the SSE Schools Data Protection Officer (see Contact). For day-to-day data protection issues, contact Shannon Read.

The personal data we hold on you

In order to carry out our functions, we collect and use a variety of personal data from various sources, including by obtaining information directly from students and parents. Personal data is information that can identify a living individual, and is likely to include (but is not limited to) the following:

- personal information (such as name, address, email address and telephone contact numbers)
- next of kin and emergency contacts including their contact details
- financial information such as bank details
- information about students’ admissions and attendance, educational achievements, exams and assessments, disciplinary reports, and where relevant, information about special educational needs such as reports and evaluations
- images captured by our CCTV system
- photographs and in some cases video and audio data relating to students
- special categories of data including characteristics information such as gender, age, ethnic group, health and medical conditions and relevant information concerning your sexual life or orientation (for example, in the course of investigating complaints made by you or others, e.g. concerning discrimination)
- information about your employment and professional life and after leaving the School, where relevant (for example, where you have asked us to keep in touch with you)

This list is not exhaustive. To access the current list of categories of information we process please request to see our data asset audit by contacting the School.

Why we collect and use this information

We use your data to:

- enable the School to meet its primary function under our contract with you of providing education services, extra-curricular activities, assessment and examination purposes, and special education needs support
 - to support teaching and learning, to monitor and report on students’ progress and to assess how well the School is doing as a whole; to supply and receive student information
 - to confirm the identity of prospective students and their parents for the purposes of processing applications
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- to assist the smooth transition of a student from the School to their next setting
- to provide care including pastoral care and where necessary medical care as required under our contract with you
- to comply with our legal and regulatory duties and obligations
- respond to and defend against legal claims
- to communicate with students and parents including alumni and others
- where otherwise reasonably necessary for the School's purpose

Our legal basis for using this data

We process this information under several different bases of Section 1, of Article 6 of the UK General Data Protection Regulation:

- Article 6 (1) (c) Legal obligation: the processing is necessary for us to comply with the law, such as health and safety legislation, statutory safeguarding guidance
- Article 6 (1) (f) Legitimate interests: where there is no specific law which requires us to use your personal data, we may use your data for other reasons. This may be the case when our contract with you does not apply or is not yet in place. For example, we will use your personal data when processing your application and when we ask for professional advice from someone outside the School.

For some data processing where there is no legal obligation, contract or legitimate interest for the School to collect and use the data, we will ask for your consent under Article 6 (1) (a) Consent: the individual has given clear consent for us to process their personal data for a specific purpose.

Where we have got your consent to use your data, you may withdraw this at any time. We will make this clear when we ask for your consent and explain how to go about withdrawing consent.

We will process special categories of personal data for lawful reasons only, including because:

- you have given us your explicit consent to do so, in circumstances where consent is appropriate
- it is necessary to protect a person's vital interests, for example, in the event of life-threatening accident or illness and we have to share medical data in order to ensure the person receives appropriate medical attention
- it is necessary for some function in the substantial public interest, including the safeguarding of children or vulnerable people
- it is necessary for the establishment, exercise or defence of legal claims, such as where any person has brought a claim or serious complaint against us

Collecting this information

We may collect information about you in a number of ways:

- from the information you provide to us in connection with your application to the School
- from third parties to confirm the identity of prospective students and their parents and for the process of processing applications
- during your time at the School we will generate data in relation to education, pastoral care and other related fields
- we may also ask you to update your contact details at regular intervals

While in most cases you must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's



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optional. If you must provide the data, we will explain what might happen if you don't.

Data sharing

For the most part, personal data collected by the School will remain within the School and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

On some occasions, we may need to share information with people outside the School for the exercise of our functions or to comply with our parent contract. We may share your data with third parties in the following circumstances:

- to provide a confidential student reference to another educational establishment
- to disclose details of the student's medical or health condition to others where it is in the best interests of the student or another person to do so, such as a medical professional or insurance provider, or for the organisation of a school trip
- to monitor the use of the School's IT systems to ensure they are being used in accordance with the School's rules
- where the School is legally required or obligated to share information e.g. for child protection or health and safety purposes
- to use photographs in School and other publications including the School website, in accordance with our policy on student images when consent is in place
- for fundraising, marketing or School promotional purposes and to maintain relationships with students, in accordance with our policy

International transfers of personal data

We have audited where we store all the personal data processed in the School and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the School.

How we store this data

We hold your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, or legitimate organisational reasons.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the DPO or Shannon Read.

You also have the right to:



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- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

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

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer (DPO) at dposchools@somerset.gov.uk or Shannon Read.
