



GDPR Privacy Notice

Who processes your information?

Ocean Lodge Independent School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Sonja Russell acts as a representative for the School with regard to its data Protection compliance responsibilities; she can be contacted on SonjaR@potton-kare-services.co.uk

Only in special circumstances, typically for safeguarding concerns will your data be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data.

Where the school outsources data to a third party processor, the same data protection standards that the school upholds are imposed on the processor.

Why do we collect and use your information?

Ocean Lodge Independent School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous schools, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out 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 the above, the personal data of pupils and their families is collected and used for the following reasons:

- > To support pupil learning
- > To monitor and report on pupil progress
- > To provide appropriate pastoral care
- > To assess the quality of our service
- > To comply with the law regarding data sharing
- > To safeguard pupils

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- > Personal information – e.g. names, pupil numbers and addresses
- > Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- > Attendance information – e.g. number of absences and absence reasons

- > Assessment information – e.g. EYFS goals assessments & photos
- > Relevant medical information
- > Information relating to SEND

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Ocean Lodge Independent School and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- > Pupils' destinations upon leaving the school (Transition reports)
- > The LA (For free early years funding)
- > The NHS (where healthcare workers are connected to a child)
- > The DfE (OFSTED)

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- > Be informed about how the school uses your personal data.
- > Request access to the personal data that the school holds.
- > Request that your personal data is amended if it is inaccurate or incomplete.
- > Request that your personal data is erased where there is no compelling reason for its continued processing.
- > Request that the processing of your data is restricted.
- > Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way the school and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (WWW.OLIS.UK) or download our Data Protection Policy.

Declaration

Name of Child: _____

I, _____, declare that I understand:

- > Ocean Lodge Independent School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- > How my data is used.
- > Ocean Lodge Independent School may share my data with the DfE, and subsequently the LA.
- > Ocean Lodge Independent School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- > Ocean Lodge Independent School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- > My data is retained in line with the school's GDPR Data Protection Policy.
- > My rights to the processing of my personal data
- > Where I can find out more information about the processing of my personal data.

Signed: _____

Date: _____