

## Privacy Notice for Students and Parents

### **Who are we?**

VLC is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

VLC is registered as the Data Controller with the Information Commissioner's Office (ICO);  
Registration Number: A8692674

### **What is a Privacy Notice?**

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our students and parents.

### **What is Personal Information?**

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### **What personal information do we process about students and parents?**

The student and parent information that we collect, hold and share includes:

- Personal information including a student's name, date of birth, unique student number and home address
- Characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information such as sessions attended, number of absences and absence reasons.
- Educational information including records of work, assessment results, relevant medical information, details of students' special educational needs, exclusions/behavioural information, post-16 learning information.
- Contact information for parents, carers and other relatives, including telephone numbers, home addresses and e-mail addresses.
- Information about a child's home life, where required as part of necessary safeguarding and welfare processes.

### **Why do we use personal information?**

We use student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care

- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard students
- administer admissions waiting lists
- Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

### **What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

We do not share information about students 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 students with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The student's family and representatives
- Educators and examining bodies
- Our regulator
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

### **1) To comply with the law**

We collect and use general purpose student information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is detailed in this document.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.

## **2) To protect someone's vital interests**

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

For example, with the emergency services.

## **3) With the consent of the individual to whom that information 'belongs'**

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

For example, photographs, health information for school trips and vaccinations.

## **4) To perform a public task**

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that students are properly educated and supported.

## **Special category personal information**

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- Explicit consent of the data subject
- Processing relates to personal data which is manifestly made public by the data subject
- Necessary for establishing, exercising or defending legal claims
- Necessary for reasons of substantial public interest
- Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

## **Who might we share your information with?**

We routinely share student information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The student's family and representatives
- Educators and examining bodies
- Our regulator
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations

- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Schools that students attend after leaving us
- Schools/Education Providers that students attend if they are dual registered

We do not share information about our students or parents unless the law and our policies allow us to do so.

### **What do we do with your information?**

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

### **How long do we keep your information for?**

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:  
<http://irms.org.uk/page/SchoolsToolkit>

### **What are your rights with respect of your personal information?**

Under data protection law, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or to have access to your child's educational record, please contact VLC via our website.

You also have the right to:

- 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

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

VLC  
 Hannah Jacobs - Business Manager  
 t - 07340820763  
 e - [hannah.jacobs@LVLC.org.uk](mailto:hannah.jacobs@LVLC.org.uk)

**Table 1** – Personal Information we are required to process to comply with the law:

<b>Information Type</b>	<b>Relevant legislation</b>	<b>Special Category – additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Student full name	The Education (Information about Individual Students)(England) Regulations 2013, Regulation 3(2)	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
			MyMaths online learning Google Classroom School Counsellor	Consent of the individual to whom the information 'belongs'
Gender	The Education (Information about Individual Students)(England) Regulations 2013, Regulation 3(2)	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
Date of Birth	The Education (Information about Individual Students)(England)	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation

	Regulations 2013, Regulation 3(2)			
Home Address	The Education (Information about Individual Students)(England) Regulations 2013, Regulation 3(2)	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
First Language	The Education (Information about Individual Students)(England) Regulations 2013, Regulation 3(2)	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
Ethnicity	The Education (Information about Individual Students)(England) Regulations 2013, Regulation 3(2)	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
National Identity, Country of Birth, Nationality	Education Act 1996 Section 537A	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation

Religion	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent	n/a	Medical staff, hospitals, ambulance and paramedics	Vital Interest
Date of Admission to school	The Education (Information about Individual Students)(England) Regulations 2013, Regulation 3(2)		Local Authority Department of Education School to which student has transferred	Legal Obligation
Last School attended – name and address	The Education (Information about Individual Students)(England) Regulations 2013, Regulation 5	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
Unique student number	Education Act 1996 Section 537A	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation

			Class Charts SISRA Analytics	Performance of a public task
Eligibility for Free School Meals	The Education (Information about Individual Students)(England) Regulations 2013, Regulation 3(2)	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
Mode of Travel to School	Education Act 1996 Section 508A	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
Proficiency in English	Education Act 1996 Section 537A	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
Whether a student is looked after and the Local Authority by whom the student is looked after	The Education (Information about Individual Students)(England) Regulations 2013, Regulation 3(2)	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
Where a student has been but is no longer looked	The Education (Information about Individual	n/a	Local Authority Department of Education	Legal Obligation

after, the type of order resulting in them no longer being looked after	Students)(England) Regulations 2013, Regulation 3(2)		School to which student has transferred	
Special Educational Needs status, start date, details of needs and provision	The Education (Information about Individual Students)(England) Regulations 2013, Regulation 3(2)	n/a	Local Authority Department of Education School to which student has transferred or is dually registered at	Legal Obligation
Details of exclusions: start and end dates, number of sessions, fixed length/permanent, reason for exclusion	The Education (Information about Individual Students)(England) Regulations 2013, Regulation 3(2)	n/a	Local Authority Department of Education School to which student has transferred or is dually registered at	Legal Obligation
Assessment date – end of key stage 2, 3 and 4	The Education (Student Information)(England) Regulations 2005	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
Student Annual Reports	The Education (Student Information) (England) Regulations 2005	n/a	Local Authority School to which student has transferred or is dually registered at	Legal Obligation

Attendance records including whether absence was authorised/unauthorised and reason for absence	The Education (Information about Individual Students)(England) Regulations 2013, Regulation 3(2)	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
Parents' names and addresses	The Education (Student Information) (England) Regulations 2006 Regulation 5 (1)(c)	n/a	Local Authority Department of Education School to which the student has transferred	Legal Obligation
			Teachers for communication	Consent of the individual to whom that information 'belongs'
Parents' telephone number (if student usually resides with them)	The Education (Student Information) (England) Regulations 2006 Regulation 5 (1) (c)	n/a	Local Authority Department of Education School to which student has transferred	Legal Obligation
			Teachers for communication	Consent of the individual to whom that information 'belongs'
Student assessment data (Curricular record)	The Education (Student Information) (England)	n/a	Local Authority	Performance of a public task

	Regulations 2005, Regulation 4		School to which a student transfers, or is dually registered with.	
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**Table 2 -** Medical Information including allergies.

<b>Information Type</b>	<b>Special Category – additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Medical information including allergies	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent	Emergency Services	Protection of vital interests

**Table 3 –** Personal information we are required to process with the consent of the individual to whom that information ‘belongs’

<b>Information Type</b>	<b>Special Category – additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Parent name, date of birth, National Insurance number	n/a	Local Authority	Consent of the individual to whom that information ‘belongs’

**Table 4 –** Personal information we are required to process because it is necessary to do so in order to perform a public task

<b>Information Type</b>	<b>Special Category – additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
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Names, telephone numbers and addresses of emergency contacts other than parent(s) with whom student resides	n/a	Not shared	n/a
Centre to which a student attends	n/a	Local Authority School to which a student transfers, or is dually registered with.	Consent of the individual to whom that information 'belongs'
Child Protection and Safeguarding documentation including concern form and case documentation	n/a	Local Authority	Legal requirement – Children's Act 1989, sections 17 and 47
		Police	Performance of a public task
Special Educational Needs documentation including SEND provision maps, Personal Learning Plans, Education and Healthcare plans, reports from external agencies	n/a	Local Authority	Performance of a public task
Medical information including allergies	Necessary for preventative or occupational medicine	Warwickshire Health and Wellbeing Service	Consent of the individual to whom that information 'belongs'