

# **Thomas Telford School**



## **Privacy Notice**

December 2020

## **The legal grounds for using your information**

This is common for all personal and relates to sensitive data which Thomas Telford School collects and processes about staff, volunteers, students, parents, carers and any other individuals.

Some data is more sensitive than other types of data. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information, and information about sex life or orientation.

## **Consent**

Thomas Telford School will ask for consent to process data about individuals (including students). The type of data that is to be used and how it is to be used will be specified on the consent forms.

An individual has the choice to opt in for certain types of data usage and this is made clear. However, some data that is collected and processed by the School is not optional.

## **Legitimate interests**

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. Thomas Telford School relies on legitimate interests for many of the ways in which it uses information.

Specifically, Thomas Telford School has a legitimate interest in:

- Providing educational services to pupils
- Safeguarding and promoting the welfare of pupils and staff
- Promoting the objects and interests of the School
- Ensuring the efficient operation of the School
- Compliance with all relevant legal obligations of the School
- Keeping the whole-school community informed about events, news and activities

Necessary for a contract:

Information about individuals may be necessary to perform our obligations under our contracts. For example, maintaining the School Management Information System database.

Legal obligation:

Much of school life is governed by legal obligations to supply information to organisations such as the DfE, Local Authority or HMRC. Thomas Telford School may

also have to disclose information to third parties such as the Courts, Disclosure and Barring Service or the Police where legally obliged to do so.

Vital interests:

For example, to prevent someone from being seriously harmed or killed.

Public interest:

Thomas Telford School considers that it is acting in the public interest when providing education. Certain regulations, DfE and Local Authority, health and other guidance may require the School to process data in the public interest.

Legal claims:

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

### **Individual's rights**

From May 2018 data protection legislation gives individuals a number of rights regarding their information. Some of these are new rights whilst others build on existing rights:

- A person may ask what information Thomas Telford School holds about them and be provided with a copy. Sometimes Thomas Telford School will not be able to share all of the information, but this is set out in the Subject Access Policy
- If information is incorrect Thomas Telford School can be asked to correct it
- Thomas Telford School can be asked to delete the information that it holds about an individual or their child in certain circumstances. For example, where the School no longer needs the information
- Thomas Telford School can be asked to send to an individual, or another organisation, certain types of information about them in a format that can be read by computer – this does not apply to student records as these are transferred by a DfE process called the Common Transfer File
- Thomas Telford School's use of information about individuals may be restricted in some cases. For example, if they are told that the information is inaccurate they can only use it for limited purposes while they check its accuracy

If an individual disagrees with any decision Thomas Telford School makes about their data, they can use the complaints policy. They also have the right to make a complaint to the Information Commissioner and sometimes to the Information Tribunal, or through the court process. The complaints policy is available on the website.