

Here at Sandgate School we're committed to ensuring that we're transparent about the ways in which we use your personal information and that we have the right controls in place to ensure it is used responsibly and is kept safe from inappropriate access, theft or misuse. This privacy notice explains how we use your personal information and tells you about your privacy rights and how the law protects you.

We - Sandgate School - are a data controller for the purpose of the General Data Protection Regulations (GDPR). We collect information from you and may receive information about you from your previous school, local authority and/or the Department for Education.

**We collect, process and store information for a number of different reasons. These reasons include:**

- to support student's learning and the delivery of education
- to monitor and report on student progress
- to provide appropriate pastoral and medical care
- to comply with the law regarding data sharing
- to comply with our statutory obligations.

**The categories of student information that we process include:**

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs
- medical (such as doctors information, dental health, allergies, medication and dietary requirements)
- attendance, assessment and attainment
- behavioural information
- information for offsite activities.

Student data is essential for the school to be able to run. Whilst the majority of student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection whether you are required to provide certain student information to us or if you have a choice in this.

**We share students' data with the Department for Education (DfE) on a statutory basis.** This data sharing underpins school funding and educational attainment monitoring. We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Author	Jon Owen
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To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/datacollection-and-censuses-for-schools>. We share **child in need and looked after children data** with Cumbria County Council. This is for the purpose of the children accessing the correct services and support. This information is shared in line with our statutory duties.

We also share children in need and looked after children data with the Department for Education on a statutory basis, under Section 83 of 1989 Children’s Act, Section 7 of the Young People’s Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing helps to develop national policies, administer and allocate funding and identify and encourage good practice.

We do not share information about our children in need or looked after children with anyone without consent unless the law and our policies oblige or allow us to do so.

### Data Retention

We'll only keep your personal information for as long as the law specifies. Where the law doesn't specify this, we'll keep your personal information for the length of time determined by our business requirements.

### How we keep your information safe

We’re committed to ensuring your personal information is safe and protected from accidental loss or alteration, inappropriate access, misuse or theft.

To enable remote, flexible and collaborative working we store some data via cloud-based software, most notably Microsoft’s Office 365 suite, which includes Outlook, Teams and OneDrive. Sandgate’s staff, volunteers and governors will only save personal and sensitive data to the cloud using software approved by a member of the school’s Senior Leadership Team, and always do so enabling all reasonable security features.

As well as technical, physical and organisational controls, we recognise that a well-trained, informed and security alert workforce minimises privacy risks from human error and/or malicious threats. We require our service providers to implement appropriate industry standard security measures. We only permit them to process your personal information for specified purposes in accordance with our contractual instructions.

### Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, please contact Jon Owen, School Business Manager on 01539 792100 to make a request or alternatively you can view our Data Subject Rights Policy on the school’s website.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of data protection regulations.

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## Complaints (ICO)

If you're not satisfied with the way we have responded to a request from you or the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner. This right is not dependant on you raising a complaint with us first but we would encourage you to contact our School Business Manager so we can consider your concerns as quickly as possible.

You can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>

If you would like to discuss anything in this privacy notice, please contact: Jon Owen, School Business Manager on 01539 792100 or alternatively you may email the school at [office@sandgateschool.org.uk](mailto:office@sandgateschool.org.uk).

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