



Conisborough Crescent, London SE6 2SE

## PRIVACY NOTICE

Data Protection Officer: Mr Brendan Myles  
[schoolsdpo@lewisham.gov.uk](mailto:schoolsdpo@lewisham.gov.uk) Tel: 020 8314 8183

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### The categories of information that we collect, hold and share include:

- Personal information and contact details (such as name, date of birth, unique student number and 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)
- Assessment information
- Relevant medical information (including food allergies)
- Special educational needs information
- Exclusions / behavioural information (positive and negative referrals)
- Safeguarding information
- Information related to cashless catering

### Why we collect and use this information

We use the data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to protect students welfare
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support and inform decision making

### The lawful basis on which we use this information

We collect and use information under Article 6, (1) e) of the GDPR where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and Article 9 (2) b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller.

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## Collecting information

Whilst the majority of 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 information to us or if you have a choice in this.

## Storing data

We hold data up to the date of a student's 25<sup>th</sup> birthday.

## Who we share information with

We routinely share information with:

- schools & colleges that our student's attend after leaving us
- our local authority, London Borough of Lewisham
- the Department for Education (DfE)
- academy chains
- federations or Multi Academy Trusts (MATs)
- NHS including the school nurse and other professional school support services

## Why we share information

We do not share information with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Students) (England) Regulations 2013.

## Data collection requirements:

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/data-collection-and-censuses-for-schools>.

## Youth support services

### Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

## **CCTV**

For your safety we record CCTV in the school grounds. This is kept for 30 days unless material is part of an ongoing disciplinary or police investigation. Copied footage will be deleted once no longer required. Under data protection legislation, parents and students have the right to request access to footage of themselves. To make a request for your personal information, or be given access to your child's educational record, contact the Business Manager (020 8461 9600) or Data Protection Officer (020 8314 8183). Please be aware that due to data protection, there may be occasions where access cannot be granted but can be arranged through a neutral third party.

## **Requesting access to your personal data**

Under data protection legislation, 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 be given access to your child's educational record, contact the Business Manager (020 8461 9600) or Data Protection Officer (020 8324 8183)

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact 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:  
Business Manager (020 8461 9600)