

The Lotus Academy Trust



Supporting children to find opportunities in every difficulty

The Damara School



Specialist SEMH Independent School

Privacy Notice to pupils and their families

Approved by: Trust Board

Initial Ratification: 24 May 2019

Review: October 2020, September 2023, September 2025

Next review due by: September 2027

Schools are currently required to inform pupils and their families about how their personal data may be collected and used. This privacy notice may be revised to include further information on

processing individuals' personal data, in order to be compliant with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Who processes your information?

The Damara School (referred to as 'the school' or 'we' throughout the rest of this privacy notice) 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.

In some cases, your data will 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 school upholds are imposed on the Data Processor.

Mrs. S Govender is the Data Protection Officer. Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the UK GDPR. The Data Protection Officer can be contacted on 07860537119 or ceo@lotustrust.org.uk

Why do we collect and use your information?

THE DAMARA 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 school, Local Authority and / or other schools. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the UK GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the UK 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 pupils' learning
- To monitor and report on pupils' progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To keep children safe
- To meet statutory duties placed upon us

What data is collected?

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

- Personal information (including photograph) – 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 & attainment information – e.g. national curriculum assessment results
- Relevant medical information – e.g. doctors information, allergies and medical / dietary requirements

- Information relating to Special Educational Needs – e.g. needs and ranking
- Referral information – e.g. number of temporary exclusions, reasons for exclusions, etc
- Safeguarding information – e.g. court orders and professional involvement
- CCTV images
- Online learning platform data

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 school and their families is stored in line with the School's Data Protection Policy, this can be found on the school's website. In accordance with the UK 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.

- Information relating to Special Educational Needs
- Safeguarding information

We may share specific personal data of pupils who are aged 15 and over with post-16 education and training providers and career services, in order to secure appropriate services for them. The information provided includes addresses and date of birth of pupil and any information necessary to support the services, e.g. school name, ethnicity or gender. This right is transferred to the child/pupil once he/she reaches the age of 16.

A parent or guardian can request that only their child's name, address and date of birth is passed on, by informing us.

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 school uses your personal data
- Request access to the personal data that 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 processing of data that is likely to cause, or is causing, damage or distress

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 DAMARA SCHOOL is 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 (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm or at <https://ico.org.uk/concerns/>

Where can you find out more information?

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

Mrs S Govender, Data Protection Officer, on 07860537119 or ceo@lotustrust.org.uk



The Damara School

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This to confirm that you have read and acknowledged the content of the privacy notice

Name of pupil: _____

Name of parent/carer: _____

Signature: _____

Date: _____