

Privacy Notice

Ferndown Upper School Privacy Notice – UK GDPR and Data Protection Act 2018

Ferndown Upper School is the data controller for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We collect personal information about pupils and their parents or carers in order to carry out our duties as a school and to provide education safely and effectively.

We collect information from you and may also receive information from your previous school, the Local Authority, the Department for Education (DfE), the Learning Records Service and other organisations involved in providing education or safeguarding support. This information is used to support teaching and learning, monitor and report on pupil progress, provide pastoral care and safeguarding, administer admissions and attendance, arrange school trips and transport, provide meals and other services and assess how well the school is performing.

The information we hold may include contact details, attendance and assessment records, behaviour information, personal characteristics such as ethnic group and language, special educational needs information, relevant medical information, safeguarding information, photographs, CCTV images and Unique Learner Numbers and qualifications data where applicable.

We process personal data because it is necessary for us to carry out our public task as a school and to meet our legal obligations, including safeguarding duties and Department for Education census returns. In some circumstances we rely on consent, for example when using photographs, biometric systems or certain school activities. We may also process information where necessary to protect a child or vulnerable person.

We do not share personal information outside the school unless the law allows us to do so or where it is necessary to provide education or safeguard pupils. We are required by law to share certain information with Dorset Council (the Local Authority) and with the Department for Education. We may also share information, where appropriate, with exam boards, NHS services, social care, careers and youth support services, trip organisers, transport providers and companies that provide educational or IT systems used by the school. All organisations acting on our behalf are required to keep information secure and use it only for the agreed purpose.

Where necessary, we may share personal information without consent in order to protect a child or vulnerable person in line with our safeguarding duties.

We are required to share certain information with youth support services for students aged 13–19. Parents may request that only basic information is shared until a student reaches the age of 16, after which the right transfers to the student.

We keep personal information only for as long as necessary and in accordance with the Information and Records Management Society (IRMS) Toolkit for Schools retention schedule. For example, pupil records are normally kept until the pupil's date of birth plus 25 years, and CCTV recordings are normally kept for a short period unless required for an investigation.

You have the right to request access to the personal information we hold about you, to request corrections to inaccurate data, to ask for information to be erased where appropriate, to restrict or object to processing, and to withdraw consent where processing is based on consent. Requests should be made to the school using the contact details below.

If you have concerns about how we use your personal data, please contact the school in the first instance. You also have the right to complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, telephone 0303 123 1113 or via www.ico.org.uk

Our website uses cookies to improve functionality and analyse usage. Further details are available in our website cookie notice.

For further information about how the Department for Education and Dorset Council use pupil information, please see their privacy notices at
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

<https://www.dorsetcouncil.gov.uk/privacy>

If you would like to see the information we hold about you, please contact:

Ferndown Upper School
Cherry Grove, Ferndown, Dorset BH22 9EY
Email: school@fernup.dorset.sch.uk

Telephone: 01202 871243

Data Protection Officer: Records Management Unit
Dorset County Council
Colliton Park
DORCHESTER
Dorset DT1 1XJ
Website: www.dorsetforyou.com