

## Managing volunteers

We sometimes have volunteers who come in to support our school activities. We are required to collect some information about them, for example:

- Name and contact details
- Vetting information
- Relationship information

Our legal basis for collecting and using this information is consent, but where we collect vetting information this is on the basis of our Legal Obligation. Where we are using your information with your consent you can withdraw your consent at any time by contacting the school.

We will keep your information whilst you are volunteering at the school, and retain for one year after your last support activity.

We also use personal information to:

- help investigate any worries or complaints you have about your/your child's education;
- keep track of spending;
- check the quality of education delivery; and
- to help with research and planning of new education initiatives.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.

## Delivery of the curriculum and pastoral care

We use personal information, for example:

- Names and address
- Contact details
- Date of birth
- Education attainment
- Emergency contacts
- Family relationships
- General case information.

We also use some special category personal information, for example:

- Health information
- Ethnicity
- Religion.

This information is provided by parent/carers, the local authority and any previous education settings and is used in order to meet our statutory education duties.

The school is the Data Controller for this information.

This information may be shared in order to provide our education service. Please note we only share information required for that particular purpose and then only the minimum required. We may share information with:

- [Central](#) & [Local](#) Government,
- Health Providers
- Other Education Providers
- Regulatory Bodies, e.g. Ofsted, The Information Commissioners Office.

This information will be held for 25 years from the date of birth of the student. When a pupil changes school, this record will go with them and will not be retained by the previous school, other than to meet statutory returns.

Our school management system is provided under contract and they act as data processors for this information.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.

# Managing employment

## **Employee Records**

We are required to maintain employee records for our staff. The type of information used in these records includes:

- Name and contact details
- Date of Birth
- Financial details
- Vetting information
- Pensions and payroll data
- References
- Performance data

The records also contain special category personal information, for example:

- Ethnicity
- Religion
- Health information
- Trade Union Membership

This information is generally provided by you, and sometimes it is provided by others, such as:

- Previous employers
- DBS service
- Occupational Health providers

The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis we rely on when using this personal information is our employment contract. The legal basis we rely on for the special category personal data is Employment, Social Security and Social Protection, and Substantial Public Interest.

Sometimes we may share this personal information, for example with one or more of the following:

- Central and local government departments
- Health providers
- Other education providers
- Regulatory bodies
- Professional Associations
- Disclosure and Barring service
- Insurance providers

This information will be retained for a minimum of 7 years from the end of the employment contract.

## **Recruitment Records**

We collect information when recruiting to vacant posts. The information is likely to include:

- Name
- Contact Details

## Managing School Governors

To enable our School Governor to carry out their official functions to support our school we use personal information, for example:

- Name and contact details
- Declarations of interest
- Vetting information
- Digital images
- Behaviours
- Governance details – e.g. role, start and end dates and Governor ID)

The school is the data controller for this information. Data processors may support this activity through the provision of systems.

We are required by law to collect and use this information and our legal basis for using the personal information is our Legal Obligation under [section 538 of the Education Act 1996](#) and the [Academies Financial Handbook](#). Our legal basis for using special category personal information is Substantial Public Interest.

We sometimes need to share some information, for example with:

- Our local authority
- The Department for Education (DfE)
- Other education providers
- Regulatory Bodies

Data is also entered manually on the Get Information About Schools (GIAS) system and held by DfE. Some of this information (e.g. name and role on the board) is publicly available.

We will not share your personal data with anyone else without your consent unless it is permitted by law.

The information we use will be retained until the Governor ceases to work with the school, plus one year.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our main notice.

## Marketing activities

We sometimes use personal information for marketing purposes, for example school prospectuses, newsletters (which include advertisements for events and products external to the school) and marketing emails to let you know what is available within the school and the wider community. Direct marketing only applies when communications are targeted to named individuals.

The personal information likely to be used for these activities is:

- Names
- Contact Details
- School Year/Class
- Digital Images

Where the activity is not directly linked to the school's provision of education we will be relying on your consent. We will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. As we are relying on your consent you can withdraw consent at any time by contacting the school.

Every effort will be made to delete the information when consent is withdrawn, but please note that where consent has been provided for publication, the school may not be able to locate and delete the information on request, although reasonable steps will be taken to do so.

Where consent has been provided for the use of personal information, and the pupil has left the school, we will rely on legitimate interests as our legal basis when retaining digital information for archiving purposes.

The school is the Data Controller for this information. The information might be shared with:

- Social Media applications
- Communications providers (for example ParentMail)
- School website providers
- Prospective parents (in the case of the prospectus)

No personal information is routinely available outside of the UK. However, where information is used on social media, in publications, or on our website we cannot restrict the access to such images to the UK.

The personal information will be retained for the duration of its purpose plus one year, unless it is retained in perpetuity for archiving purposes.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.

## Online payments

We use limited personal data about Pupils and Parents/ Guardians with online payment providers to manage payments to the school. The personal information used for this purpose is likely to include:

- Child's name
- Child's identifiers (class, year, UPN)
- Dietary needs (where relevant)
- Medical needs (where relevant)
- Parent's names and contact details

This information is shared with our online payments provider who works for us under contract. The school is the data controller and the online payment provider is the data processor. Our legal basis for using personal data for this purpose is that it is a task in the public interest.

The information will be retained in line with our statutory pupil record.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.

## School photos and additional activities

We are required by law to retain a photo of each pupil as part of our educational record. We sometimes wish to use digital images, e.g. photos, videos, audio recordings to enhance education provision, inclusion and recreation. When this is the case, we will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. Where consent has been provided for the use of images, and the pupil has left the school, we will rely on legitimate interests as our legal basis when retaining digital images for archiving purposes.

As we will be relying on consent when displaying or publishing digital images, that consent can be withdrawn at any time simply by contacting the school. Every effort will be made to delete the images, but please note that where consent has been provided for the publication of the images, the school may not be able to locate and delete the image on request, although reasonable steps will be taken to do so.

The school is the Data Controller for this information. This information may be shared in order to celebrate successes or promote our education services. Please note we only share information required for that particular purpose and then only the minimum required. We may share digital images with your consent with:

- The school website provider
- Local media
- School photographer
- Nottinghamshire Archives
- Social Media platforms

No digital images are routinely available outside of the UK. However, where digital images are used on social media, in publications, or on our website we cannot restrict the access to such images to the UK.



Legitimate Interests  
Assessment - retenti

## Additional school activities

We may offer extra-curricular activities, for example recreational school trips, sporting events and pupil support services (e.g. Speech and Language Therapy). The types of personal information we may use include:

- Names
- Emergency contacts
- Health information
- Date of birth
- Passport information

In these circumstances we rely on your consent. We will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves.

## Publishing pupils' coursework

We may wish to celebrate the achievements of pupils and promote the School through publishing of coursework. When this is the case we will seek the consent of the parent/carer, or where pupils are aged 12 or above, from the pupil themselves. As we are relying on your consent you can withdraw consent at any time by contacting the school. Every effort will be made to delete the coursework, but please note that where consent has been provided for the publication, the school may not be able to locate and delete the coursework on request, although reasonable steps will be taken to do so.

Where consent has been provided for the use of coursework, and the pupil has left the school, we will rely on legitimate interests as our legal basis when retaining coursework for promotional purposes.



Legitimate Interests  
Assessment - retenti

The personal information likely to be used in this activity is:

- Student Name
- School Year
- Coursework

The school is the Data Controller for this information. The information might be shared with:

- Other students
- Social Media applications
- School website providers

No coursework is routinely available outside of the UK. However, where it is used on used on social media, in publications, or on our website we cannot restrict the access to the UK.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.



## School Visitors

The school regularly receives visitors. Visitors may be from other organisations, or be emergency contacts for pupils, parent/carers or suppliers.

To ensure the safety of our students and staff we ask visitors to sign in on arrival. For this purpose, we collect the following data where relevant:

- Name
- Car registration
- Car make/model
- Who they are visiting
- The purpose of the visit
- The date and time of arrival
- The date and time of departure
- A digital image of the visitor

The records may also contain special category personal information, for example:

- Ethnicity (only if determined from the digital image)
- Religion (only if determined from the digital image)

The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis we rely on when using this personal information is a Task in the Public Interest as we undertake this activity to maintain a safe environment for our students, staff and visitors.

We do not share this personal information unless we are required to by law, or where it is necessary to protect others.

This information will be retained for a minimum of 7 years from the date of the visit.

### **General Information**

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.

Copies of these can be obtained by emailing the school office staff at [office@lanternlane.notts.sch.uk](mailto:office@lanternlane.notts.sch.uk) or ringing 01509 820112.