



How We Use Your Information

Privacy notice for parents/carers

This notice is to help you understand **how** and **why** the Hospital and Home Tuition Service (HHTS) collects *personal information* and **what** we do with that information. It also explains the decisions that you can make about your information.

What is "personal information"?

Personal information is information that the School holds about our pupils and their families/carers and which identifies them. This includes information such as date of birth and address as well as things like ethnicity and National insurance details. CCTV, photos and video recordings are also personal information.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences and date of birth
- Results of tests and assessments, both internal and external
- Records relating to behaviour
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs (SEN)
- Details of any medical conditions, including physical and mental health
- Details about and from their home school, if they students are dual registered, such as programmes of study and progress
- Attendance information
- Safeguarding information
- Details of any support received, including care plans and support providers
- Details of any other professionals supporting the young person
- Photographs taken in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Provide appropriate pastoral support
- Protect pupil welfare
- Support and monitor pupil learning
- Report on your child's attainment and progress
- Assess the quality of our services
- Comply with the law regarding data sharing
- Work as part of a multi-disciplinary team, alongside health and care professionals
- Ensure smooth transition from, and back into, the community school or college
- Keep you informed about the running of the school and school events

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, you can withdraw this consent at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How long do we store this data?

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data Protection Policy outlines how to request a copy of our Record Retention Schedule and sets out how long we keep information about pupils.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority (LA) and the LA of any non-Wandsworth pupils. This is done to meet our legal obligations to share certain information with LAs, such as safeguarding concerns and exclusions.
- The Department for Education
- The pupil's family and representatives – to report on progress, safeguarding, behaviour and so on.
- Educators – who may be working, or have worked, with the young people
- Examining bodies – who may require information for accreditations and examinations
- Ofsted – our regulator as a Local Authority run provision.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Financial organisations and auditors.
- Central and local government.
- Health authorities - who may be working with young people and/or families.
- Security organizations – who ensure the safety of our building and ICT.
- Health and social welfare organisations - who may be working with young people and/or families.
- Professional advisers and consultants - who may support us in developing areas of the service, such as safeguarding.
- Charities and voluntary organisations - who may be supporting one or more of our young people.
- Police forces, courts, tribunals - as requested, according to the law.

National Pupil Database

We are required to provide information about pupils to the Department for Education (DoE) as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the DoE and provides evidence on school performance.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage. You can also contact the Department for Education with any further questions about the NPD.

Youth support services

Once young people reach the age of 13, their school are legally required to pass on certain information about them to their Local Authority Youth Support Services, so that the young people can access services such as careers advice. This may come from HHTS, or their home/community school if they are dual registered. They may meet with a Careers Adviser organised through Wandsworth.

Parents/carers, or pupils once aged 16 or over, can contact our DPO to request that we only pass the individual's name, address and date of birth to the Local Authority's Youth Support Service.

Transferring data internationally

If we were to transfer personal data to a country or territory outside the European Economic Area, we would do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough, or to lack mental capacity, to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a Subject Access Request with respect to any personal data the school holds about them.

If you make a Subject Access Request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact our Data Protection Officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the headteacher, Tara Bell. Contact details are provided at the end of this Privacy Notice.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

Tara Bell, Headteacher, can answer any questions which you might have about this Privacy Notice.

Please speak to Tara Bell if:

- You would like us to update the information we hold about you; or
- You would prefer that certain information is kept confidential.

You can also contact our **Data Protection Officer:**
Gary Hipple ghipple@wandsworth.gov.uk

Wandsworth Hospital and Home Tuition Service
CAMHS Campus School
Building Number 5, Springfield University Hospital
Telephone: 0203 513 6103
Email: info@hhts.wandsworth.sch.uk