



How We Use Your Information

Privacy notice for pupils

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"?

We hold some personal information about you to make sure we can help you learn and make progress, and to keep you safe.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your predicted grades, aims and progress towards these
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images (these may be held by the NHS security team)
- Details about any other schools you may be on roll at, now or in the past

Why we use this data

We use this data to help run the school, including to:

- Get in touch with your home school when we need to
- To keep in touch with your parent, carers or placement
- Check how you're progressing in class and towards any exams and work out whether you need extra support or a change to your timetable
- Track how well the school as a whole is performing
- Look after your wellbeing
- To work together with other professionals, such as doctors, therapists and social workers

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to provide you with an education (as this is a ‘task in the public interest’)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else’s interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it’s optional. If you must provide the data, we will explain why, and what might happen if you don’t.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

Our Data Protection Policy explains how long we must keep information about all of the pupils here.

If you would like to see this policy, it is on our website or you can ask your Lead Teacher or anyone in the office for a copy.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- *Our local authority (LA) and the LA of any non-Wandsworth pupils - to meet our legal obligations to share certain information with LAs, such as safeguarding concerns and exclusions*
- *The Department for Education*
- *Your family and representatives – to report on progress, safeguarding, behaviour and so on*
- *Educators – who may be working, or have worked, with you*
- *Examining bodies – who may require information for accreditations and examinations*
- *Ofsted – our regulator as a Local Authority run school*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for*
- *Financial organisations and auditors*
- *Central and local government*
- *Survey and research organisations*
- *Health authorities - who may be working with you and/or your family*
- *Security organizations – who ensure the safety of our building and ICT*
- *Health and social welfare organisations - who may be working with you and/or your family*
- *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 you, or coming into HHTS to work with groups*
- *Police forces, courts, tribunals - as requested, according to the law*

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

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

You can find more information about this on the Department for Education's webpage. You can also contact the Department for Education if you have any questions about the database.

Youth support services

Once you reach the age of 13, schools are legally required to pass on certain information about you to your local authority, or youth support services provider in your area, as they have legal responsibilities regarding the education or training of 13-19 year-olds and provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass on your name, address and date of birth.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you:

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

If you want to make a request please contact our **Data Protection Officer**, Gary Hipple.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our **Data Protection Officer:**
Gary Hipple ghipple@wandsworth.gov.uk

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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

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

Please speak to Tara if:

- You would like us to update the information we hold about you; or
- You want to ask 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