

2018 DATA PROTECTION ACT Privacy Notice for parents / carers

Ousedale School will be processing personal data about its students' parents/carers and is a "data controller" in respect of this for the purposes of the imminent General Data Protection Regulations that will come into force in May 2018. It processes this data to:

- support its students' teaching and learning
- monitor and report on their progress
- provide appropriate pastoral care

This data includes names, addresses, contact numbers, email addresses, relationship to students, and family circumstances. This data will be held securely by the school until the September following a students' 25th birthday, as per the recommended retention period guidance. This data may only be used or passed on for specific purposes allowed by law. The use of your information for these purposes is lawful for the following reasons:

- The School is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard students.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our students. This is a function which is in the public interest because everybody needs to have an education. This means we have a real and proper reason to use your information.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, whether there is a legal requirement on the school to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

Parents/carers have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

If you wish to see a copy of the information we hold and share about you then please contact Mr Whiting, Data Protection Officer.

For students of 13 years and over, the school is legally required to pass on certain information to the provider of youth support services in the area. This is the local authority support service for all young people aged 13 to 19 in England. This information includes the name, address and date of birth of the student **and** the name and address of the parent/carer, and any further information relevant to the support services' role.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, please refer to the contact details on the reverse of this letter. Similarly, should you wish to find out more about the General Data Protection Regulations or raise any concerns, please contact the Information Commissioner's Office (ICO).

There is more information in our Data Protection Policy or you can ask Mr Whiting, Data Protection Officer. The policy can be found on the school website or you can ask for a copy at reception. Similarly, if you wish to raise a query or complaint about the security or use of your data please contact Mr Whiting in the first instance.

The postal address of the School is Ousedale School, The Grove, Newport Pagnell, MK16 0BJ.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Website: www.ico.org.uk
E-mail: casework@ico.org.uk
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Milton Keynes Council
Civic Offices
1 Saxon Gate East
Central Milton Keynes
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Website: www.milton-keynes.gov.uk
E-mail: dataprotection@milton-keynes.gov.uk
Tel: 01908 691961

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288