



HOE VALLEY SCHOOL

PRIVACY NOTICE

for parents / carers of HVS Students

Use of your personal data

1. Introduction

Under Data Protection Act 2018, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **you**.

We, Hoe Valley School (HVS), Woking Park, Kingfield Road, Woking, GU22 9AA, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Craig Stillwell, Judicium Consulting Ltd (see Section 10 below).

2. The personal data we hold

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

- Contact details, home address and contact preferences
- CCTV images captured in school

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family Circumstances where relevant to the child
- Physical and mental health, including medical conditions where relevant to the child
- Support received, including care packages, plans and support providers where relevant to the child

We may also hold data about you that we have received from other organisations, including other schools, local authorities and social services.

3. Why we use this data

We use this data to:

- Report to you on your child's attainment and progress
- Keep you informed about the running of the school and events
- Process payments for school services and clubs
- Provide appropriate pastoral care
- Protect student welfare

- Assess the quality of our services
- Administer school admissions
- Comply with our legal and statutory obligations

3.1 Use of your personal data for marketing purposes

HVS will never give your personal data to any 3rd party organisation for marketing purposes.

4. Our legal basis for using this data

We only collect and use your 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
- We need it to fulfill a contract we have entered in with you

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

- We have obtained consent to use it in a certain way
- We need to protect an individual's vital interests (protect their life)

Where we have obtained consent to use your data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn if you wish to do so.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

5. Collecting this information

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

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

6. How we store this data

We keep personal information about you while your child is attending HVS. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. This will be done in accordance with the recommendations in the *Information and Records Management Society's toolkit for schools*.

7. Data sharing

We do not share information about you 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 you with:

- Surrey County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions, and to manage School admissions
- Department for Education
- Any School your child attends after leaving us – via CTF
- Our MIS and on-line payment providers
- Professional advisers and consultants
- Health and social welfare organisations – to ensure students are safeguarded effectively
- Police forces, courts, tribunals
- Professional bodies

7.1 Transferring data internationally

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

8. Your rights regarding personal data

8.1 How to access the personal information we hold about you

Individuals have a right to make a ‘subject access request’ (SAR) to gain access to personal information that the School holds about them.

If you make a SAR, and if we do hold information about you, 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
- 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.

8.2 Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have 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.

9. 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

10. Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Craig Stillwell, Judicium Consulting Ltd
Email: dataservices@judicium.com
Address: 72 Cannon Street, London, EC4N 6AE
Telephone: 0203 326 9174

This notice is based on the Department for Education's model privacy notice for students, amended for parents and to reflect the way we use data in this school.