

## Scarborough UTC Privacy Notice

This Privacy Notice has been written to inform Parents/Carers and Students of Scarborough UTC about what we do with your personal information in relation to the collection, storage and use of personal data. This Notice may be subject to change.

### Who are we?

Scarborough UTC is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)

01609 53 2526



**\*Please ensure you include the name of the School in all correspondence with the DPO**

### What information do we collect?

The categories of information that we collect, hold and share include the following:

- Name and contact details
- Date of birth and gender
- Parental and emergency contact numbers
- Results of internal assessments and externally set tests
- Student and curriculum reports
- Characteristics, such as ethnic background, eligibility for free school meals and special educational needs
- Exclusion and behaviour information
- Safeguarding information
- Details of support received, care packages, plans and support providers
- Absence data
- Medical and health information
- Photographs/CCTV footage (if applicable)
- Destinations and previous school information
- Transport information

We will also process certain 'special category' data about our students including:

- Race, religious, ethnicity information
- Health, including any medical conditions

## **Why do we collect your personal data?**

We use the information we collect to:

- Support students in their learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Ensure they are safe and protected
- Assess the quality of our services
- Deal with admissions and applications to the UTC
- Meet the requirements for data sharing

Any personal data that we process about our students and parents is done so in accordance with Article 6 and Article 9 of GDPR:

### **Our legal basis for processing your personal data, in line with Article 6(1)(c):**

We only collect and use personal information about students when the law allows us to. Most commonly, we use it where we need to:

- Carry out a task in the public interest such as providing an education
- Comply with a legal obligation

Less commonly, we may also use personal information about students where:

- Students have given us consent to use in a certain way, e.g. trips and photos
- We need to protect students vital interests (or someone else's interests), e.g. emergencies and accidents

## **Who do we obtain your information from?**

Much of the information we process will be obtained directly from you. We will also process information received from:

- Local authorities
- Other schools and colleges
- Department for Education
- External agencies

## **Who do we share your personal data with?**

We routinely share student information with:

- Local authorities – we are required to share information about our students with our local authorities (Las) under section 5 of the Education (England) Regulations 2007 and amendments, such as safeguarding concerns, exam results, transfers and exclusions.
- Department for Education – we must share information with the Department for Education (DfE). This data sharing allows for the DfE to allocate funding and collect information on attendance, achievement, attainment and destinations.

- Our regulator (e.g. Ofsted) – to meet our legal obligations to share certain information during the inspection process
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as transport
- Our auditors – to enable them to provide the service we have contracted them for
- Survey and research organisations – to enable them to provide the service we have contracted them for
- Professional advisors and consultants - to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with it, such as CCTV footage or contact information

## **How long do we keep your personal data for?**

We are required to hold this data until students are 25.

## **What rights do you have over your data?**

Under GDPR data subjects have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner’s Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

<p>First Contact Team  Information Commissioner’s Office  Wycliffe House  Water Lane  Wilmslow Cheshire  SK9 5AF  <a href="mailto:casework@ico.org.uk">casework@ico.org.uk</a> // 0303 123 1113</p>
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