

WATERTHORPE KIDS CLUB Privacy Notice (How we use pupil information)

Why do we collect and use children's information?

We collect and process children's information under the following lawfulness of processing personal data

Article 6a – Consent to processing data for one or more specific purpose

Article 6c - Compliance with legal obligations, which the controller is subject to

Examples of these include obligations placed on the club include

- Medical information
- Contact information

Article 6d – in order to protect the vital interests of the data subject or of a natural living person

Article 6e – in order to carry out the tasks on behalf of a public body in the public interest

We also collect and process data under Article 9 – Processing of special categories of personal data

- Where we have explicit consent
- To protect vital interests of the data subject

We use the children's data:

- to support learning
- to monitor and report on progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The categories of children's information that we collect, hold and share include:

- Personal information (such as name, address, contact information, date of birth, medical/dietary information)
- Pupil Progress (such as assessment information, Special Educational Needs, Behavioural information)

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for a minimum of 3 years from the moment that a pupil is no longer part of Waterthorpe Kids Club. This may be extended as per any statutory guidelines.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that the children attend
- Health and Social care professionals

Why we share pupil information

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so.

To be granted access to children's information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's record, contact the Data Protection Officer (details provided below).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice, please contact:

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