



# FARNEY CLOSE SCHOOL

## GDPR Policy

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<b>Approval Level</b>	<input checked="" type="checkbox"/> <b>Governing Body</b> <input type="checkbox"/> <b>Principal to Determine</b>
<b>Signed</b>	
<b>Role</b>	<b>Principal</b>
<b>Date Approved</b>	

## Introduction

Farney Close School is committed to protecting and respecting the privacy of those it works with. As required by the regulations of the General Data Protection Regulations, we want to tell you how we use and protect your personal information. This includes informing you of your rights regarding your personal information that we hold.

This GDPR Policy sets out how we may obtain, use, process and store your personal information. By providing us with your data, you warrant to us that you are over 13 years of age.

Our full contact details are:

Farney Close School Ltd,  
Bolney Court,  
Bolney,  
West Sussex  
RH17 5RD

Email: [admin@farneyclose.co.uk](mailto:admin@farneyclose.co.uk)

Tel: 01444 881811

### **Making sure that information that we have on you is accurate**

It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at [admin@farneyclose.co.uk](mailto:admin@farneyclose.co.uk).

### **What data we collect about you, for what purpose and on what grounds we process it?**

Personal data means any information capable of identifying an individual. It does not include anonymised data.

We may process the following categories of personal data about you:

- **Communication Data:**

This includes any communication that you send to us whether that be through our website, by mail or email. On the grounds of processing this data process as part of our legitimate interests, we maintain this information for communicating with you, for record keeping and for the establishment, pursuance, or defence of legal claims.

- **Parent, carer and Young Person Data:**

This includes information and data such as your contact details, including your address, email, telephone numbers. It also includes historical and current information in relation to pupils and their Special Needs, Assessments and Recording of Progress, Attainment and Examinations. Any relevant Medical Information that we need to be aware of. Also, Permissions for participation activities, Child Protection and Safeguarding, Interventions, Complaints, Reporting, in terms of Annual Statutory Reviews, Looked After Children and

Children in Need reviews, End of year and termly reports, Diaries and logs, General correspondence by mail or email, and communication with third parties, all of which are kept and maintained in relation to the legitimate interest of caring and educating pupils at the school. We may process your personal data without your knowledge or consent where this is required or permitted by law.

- **Employee Data:**

On the grounds of maintaining a legitimate interest, this includes data and information in relation to contact details including your address, telephone, email. Also References, Work History, Qualifications. Pay, National Insurance and Tax details, Employment Contract, School policies, guidance and requests, Disciplinary information, Continuing Professional Development Training records, Information and Records in relation to the upkeep of the Single Central Register, and records of general employee correspondence. We may process your personal data without your knowledge or consent where this is required or permitted by law.

- **Customer/Contractual Data:**

On the grounds of maintaining a legitimate interest, this includes data relating to business between ourselves, Local Authority agencies and departments, Suppliers, traders, specialists and consultants. This includes information in relation to billing, contact details including email, address and telephone numbers. Our lawful ground for this processing is the performance of a contract between you and us and/or taking steps at your request to enter into such a contract. We may process your personal data without your knowledge or consent where this is required or permitted by law.

- **Visitors:**

On the grounds of safeguarding and maintaining a legitimate interest, we collect information on you when you sign in. This will include your name and reason for visiting. By signing in to visit the school., all visitors accept that they will comply with our GDPR guidance and the onsite Health & Safety policy.

### **How we collect your personal data?**

As part of our legitimate interests, we may collect data about you by you providing it directly to us, for example when you request information by filling in forms on our website, when you call or email, or when you write to us directly. We may also automatically collect certain data from you as you when you visit the school, or when an application is made for a young person placement or employment. We also collect information from you when we enter into a contract, for example with referring Local Authorities, Suppliers, Trades, Specialists and Consultants.

### **Who will we share your personal information with?**

As part of our legal obligations, where there is child protection or safeguarding concerns, we may have to share your personal information with others agencies, schools or organisations.

- **In relation to pupils and their parents or carers**, we only share information with other persons or agencies working directly to support a child in school and, for example, referring Local Authorities, Social Workers, Local Health Authorities, or their authorised persons. We also share limited information to other possible future schools or colleges, and to Exam boards as part of our/their legitimate interests, and to employers in the form of reference/application information.
- **In relation to employees**, as part of our legitimate and legal obligations, we only share information in relation to your payroll and HMRC obligations and, with your knowledge, we would also provide information to future employees or training organisations on request.
- **In relation to contractors, specialist, suppliers or trades**, we will not share information to others unless it is at your request.
- **In relation to visitors**: we will not share your data and information unless there is a child protection or safeguarding concern.

### **Will we transfer your personal data and information outside of the UK?**

- **In relation to young people, parents and carers**, we will only transfer data and information to agencies or schools in another country where it is in the best interests of the child or where there is a child protection or safeguarding concerns.
- **In relation to employees**, we would only transfer data and information at your request or unilaterally where there is a child protection or safeguarding concerns.
- **In relation to contractors, specialist, suppliers or trades**, only at your request, or unless there is a child protection or safeguarding concern.
- **In relation to visitors**, not at all, or unless there is a child protection or safeguarding concern.

### **How do we keep your data and information secure?**

We have put in place security measures to prevent your personal data from being accidentally lost, used, altered, disclosed, or accessed without authorisation. We also allow access to your personal data only to those employees and partners who have a legitimate or legal need to know such data and information. They will only process your personal data and information on our instructions, and they must keep it confidential.

### **How long will we keep your data?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

When deciding what the correct time is to keep the data for, we look at its amount, nature and sensitivity. We also take into account the potential risk of harm from unauthorised use or disclosure, and the processing purposes if these can be achieved by other means and legal requirements.

More specifically, in relation to young people and employees, please refer to the Data Retention Schedule Policy as to how long data is retained in order to satisfy any legal or reporting requirements.

### **What are your legal rights in relation to the data and information that we keep on you?**

Under data protection laws you have rights in relation to your personal data that include the right to request access, correction, erasure, restriction, transfer, to object to processing, to the transfer of data and, where the lawful ground of processing is consent, to withdraw that consent.

You can see more about these rights at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>

If you wish to exercise any of the rights set out above, please email us at: [admin@farneyclose.co.uk](mailto:admin@farneyclose.co.uk)

You will not have to pay a fee to access your personal data. However, we may charge a reasonable fee if your request is clearly unfounded, repetitive, or excessive, and we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data. This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you.

If you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), who are the UK supervisory authority for data protection issues ([www.ico.org.uk](http://www.ico.org.uk)).

Naturally, we will always try our best to provide a good response to any enquires or concerns and so if you are unhappy, we would be grateful if you contacted us first if you do have a complaint so that we can try to resolve it for you.