



# STUDENT & ALUMNI PRIVACY NOTICE

## DATA PROTECTION OFFICER

The Data Protection Officer is responsible for overseeing data protection within the school so if you do have any questions, please contact them via the information below.

**Head of Finance & Resource - Mrs Angela Brassett**

**Email: [brassetta@lingfieldcollege.co.uk](mailto:brassetta@lingfieldcollege.co.uk)**

## INTRODUCTION

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

## WHAT IS PERSONAL INFORMATION?

Personal information is information that identifies you as an individual and relates to you.

This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos, and video recordings of you are also personal information.

Lingfield College keeps information on computer systems and on paper. The school must ensure that this data is up to date, relevant and not excessive. The types of data that the school collects, holds and may share include:

- Assessment Information
- Attendance Information
- Behaviour Information
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Destinations after Lingfield College (a student's next school, university, or college)
- Financial Information
- Images and Video/Audio recordings of Pupils. (CCTV, photographs, or videos)
- Medical Information
- Personal Information (names, contact details, email addresses)
- Safeguarding Information
- SEND Information

Personal information submitted to Lingfield College will be used strictly in accordance with the Data Protection Act, for the purposes specified in this Privacy Policy, the School's Data Protection Policy, and as otherwise permitted or required by law.

## WHY HAVE WE GIVEN YOU THIS PRIVACY NOTICE?

Lingfield College is a data controller for the purposes of the General Data Protection Regulations 2018 and this notice serves to students and alumni of the legal and lawful basis for which we process personal and sensitive data.

We are required to notify you of how we process your personal data during the student /alumni relationship. This notice explains how we collect, process, use, store, transfer and secure your personal data. It is important that you read this notice, together with any other privacy notice we may provide. We may update this notice at any time.

We process, collect, and use personal information about students and alumni under “Article 6” (public tasks) and “Article 9” (public interests) of the General Data Protection Regulation (GDPR).

- Article 6(1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 9(2) (b) processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

Note: We have a legal duty under GDPR to ensure that any personal data we process, collect and use is handled and stored securely

## **HOW AND WHY DOES THE SCHOOL COLLECT AND USE PERSONAL INFORMATION?**

Lingfield College’s primary reasons for using this information are to provide educational services and to promote students’ welfare. The school uses data for the following reasons:

- to support students’ education
- to monitor and report on progress
- to provide appropriate pastoral care
- to keep students safe if they are at risk of harm
- to assess the quality of the education students receive
- to help students decide what to do after leaving school
- to comply with the law regarding data sharing

Some processing of personal data is on the basis of consent

- Direct marketing and fundraising communications
- Website analytics
- Alumni relations

Lingfield College collects and uses pupil data under section 537A of the Education Act 1996 and section 83 of the Children Act 1989. The school also complies with Article 6(1)(e) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

## **WHAT HAPPENS IF YOU FAIL TO PROVIDE INFORMATION?**

We will ask you to provide information that we believe is necessary for our contractual and/or our associated legal obligations. If you fail to provide certain information when requested, we may not be able to meet our contractual and/or legal obligations to you.

## HOW WILL WE STORE YOUR DATA & FOR HOW LONG?

We will take reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information. We will store all the personal information you provide to us with strict procedures and security features to try to prevent unauthorised access. We will store all the personal information you provide to us on our secure servers or in locked storage facilities if on paper

The law states that the school must securely hold students' education records until they reach the age of **25**, after which they are safely destroyed. Child Protection and SEND files may be stored for longer with sufficient reason.

Upon leaving senior school or Sixth Form, students have the option to join the school's alumni network. The School may use the contact information of alumni and other members of the school community to provide updates on school activities, promote networking events, and support school initiatives, including fundraising. This communication will primarily occur via email, post, occasionally by telephone, and through professional networking platforms like LinkedIn.

Please refer to the school's Data Protection Policy for retention tables.

## WHO WE MAY SHARE YOUR INFORMATION WITH?

There are strict controls on who can see personal information. The school will not share data if an individual has refused to give their consent **unless** it is the only way that a child's welfare can be guaranteed, or there is a legal requirement to do so. Please see the Data Protection Policy on the school website for further details.

In specific circumstances, Lingfield College will share information with the following bodies:

- The Department for Education (DfE)
- Schools, Colleges and Universities that students attend after leaving Lingfield (References)
- The Local Authority, Surrey County Council, and their providers of local authority services:
- Surrey, Kent, and Sussex Children's Services (Safeguarding)
- Police, Educational Welfare (Safeguarding)
- NHS, Health Services (Safeguarding)
- Examination Boards
- CEM Baseline Assessment (Tracking Academic Progress)

The law prevents data from being transferred to countries outside the European Economic Area without prior checks being conducted to ensure that adequate protection processes are in place.

## YOUR RIGHTS

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records
- Require us to correct any inaccuracies in your information
- Make a request to us to delete what personal data of yours we hold
- Object to our lawful basis for processing your data in relation to our legitimate business interest (or third-party interest)
- Object to the transfer of your personal data to a third party.

- Ask us not to process your personal data for marketing purposes

If you have any concern(s) about the way we collect or use personal data, please contact the Data Protection Officer.

## POLICY AMENDMENTS

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

## COMPLAINTS

To exercise all relevant rights, queries or complaints please email [brassetta@lingfieldcollege.co.uk](mailto:brassetta@lingfieldcollege.co.uk) and if we are unable to resolve your complaint, you have the right to lodge a complaint with the Information Commissioners Office on 0303 1231 113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.

## APPENDIX I

### CONFIRMATION FORM

I have read the Student & Alumni Privacy Notice and understand the following Data Protection Principles that apply to Lingfield College's use of my personal data.

I understand that the School

- ✓ must use my data in accordance with my rights
- ✓ holds personal data about me which must be accurate and kept up to date
- ✓ must use my data fairly and lawfully and in a way that is relevant, not excessive
- ✓ must collect my data for specific, lawful purposes and will not use it in any way that is out of keeping with the original purpose for collecting it
- ✓ must not keep my data for longer than is legally necessary without good reason
- ✓ must keep my data safe and secure, protecting it against accidental loss, damage or destruction
- ✓ Must not transfer my data outside the European Economic Area without adequate protection

I understand that I can change my mind and withdraw my consent at any time.

Signed: .....

Print Name: .....

Form: .....

Date: .....

