



KING JAMES'S SCHOOL
KNARESBOROUGH

GDPR PRIVACY NOTICE

GENERAL DATA PROTECTION REGULATION

This Privacy Notice has been written to inform parents and pupils of King James's School about what we do with your personal information. This Notice may be subject to change as the Data Protection Bill progresses.

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:

Information Governance
Veritau Ltd, County Hall, Racecourse Lane
Northallerton, DL7 8AL


Assurance services for the Public Sector



WHO ARE WE?

King James's School 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.



WHAT INFORMATION DO WE COLLECT?

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

- Personal information of pupils and their family members e.g. name, address, DOB, pupil number, race, ethnicity and religion
- Educational attainment including Post 16 & 18 destinations
- Free School Meal eligibility
- Attendance and assessment information
- Behavioural information
- Safeguarding information
- Financial and grant information where applicable

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

- Relevant medical information - please note that where the pupil has a severe allergy or is thought to be at risk of needing emergency care for a medical issue then this will be shared with all the staff. We may do this in the form of photo identification in the staff room to ensure that all staff are aware of the issues should an emergency situation arise
- Special Educational Needs and Disabilities information
- Biometric generated data



WHY DO WE COLLECT YOUR PERSONAL DATA?

We use the information we collect:

- to support pupil learning and provide accurate data to future institutions and employers
- to monitor and report on pupil progress
- to provide appropriate pastoral care including grants and financial support
- to assess the quality of our services

Any personal data that we process about our pupils 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) includes:

- Education (Information About Individual Pupils)(England) Regulations 2013
- Education (Pupil Information) (England) Regulations 2005
- Education (Special Educational Needs) Regulations 2001

