



Children's Privacy Notice.

Introduction

This is our Privacy Notice for the pupils at Workshop College and Ranby House. A Privacy Notice tells you how we use your personal data, so you know what happens with it when people give it to us.

Personal data? What's that?

Anything that can identify you is your personal data, for example your name, where you live, your date of birth, your address and photos or videos which feature you. You might already know this, but did you know it is also things like your email address or your online gamertag?

There are some types of data we have to be extra careful with. These are known as special category data. This could be something like an illness you have, or what religion you are, things you need to help you learn at school, your fingerprints, and where your family comes from. Sometimes we have to use data about crimes and breaking the law.

How do we use your information?

We use your information safely and follow the rules. Only the right people at school use it for the reasons it was given to us.

We have special rules to keep your information safe, like who we share it with and how it's accessed on laptops and mobile devices.

Sometimes, we need to share your information with others, like:

- Exam boards: To help with your tests.
- School nurse/doctor: To keep you healthy.
- Advisors and authorities: When needed for school business or by law.
- With you or your parent/guardian's permission: We might share your information with school groups (like the parent-teacher contact groups) to help with school activities.
- Sporting organisations e.g. Duke of Edinburgh, England Hockey.

- Travel Agents for the booking and arrangements of school trips.
- Social media - which we will ask your permission for.
- If you have come from another country via an agent.

Some of our systems are run by other companies, like online storage. We make sure they keep your information safe too.

If we need to send your information to another country, we make sure it's protected just like it is here. If you or your parents/legal guardians have questions, you can ask our Professional Services Manager by emailing gdpr@wsnl.co.uk.

Why do you need my personal data?

The main reason we need to use your personal data is to know who you are.

If you have been in care, or if you are at school, it makes sure that we give you the help you need from us.

We could also use it because of an event you have taken part in, or competition that we organised, to make sure if you win you get your prize.

If we don't have your personal data, it could mean you miss out on the things we can do for you.

Sometimes we need to tell you more about what we're doing with your personal data.

So, can you use my personal data for anything?

Just because we have your personal data, it doesn't mean we can do what we want with it, we have to follow some rules.

Sometimes we have to ask you if we can use it, and if you say no then we can't. This is called 'consent' and is the same as giving your permission.

We do need to tell you that there will be some times that there are rules that say we have to use your personal data to do our work, and we can do this without asking you first.

There are different rules for personal data and special category data. If we are using any of your data, we make sure we are following all the rules, which are in our Privacy Notice for the adults, on our school's website.

What is 'consent'?

Consent is giving permission. It means saying "yes" to something after you understand what it is. For example, if someone wants to use your picture online, they should ask you first, and you can say "yes" or "no."

We usually ask your parents/legal guardians for permission to use your information in certain circumstances like sharing your achievements and imagery on social media.

We don't usually need your permission to share information with your parents/legal guardians, unless there's a special reason not to.

You can talk to us about the possibility of withdrawing consent by emailing admissions@wsnl.co.uk.

Can anyone else see my personal data?

Sometimes in order to look after you and do our work here at College and Ranby House, we have to share your personal data, or other people might share it with us. We're very careful about how we do this, meaning there are even more rules.

We might need to share your data with your school, doctor or family if they are helping you, or with the police or fire service.

We keep a lot of data on a system we call iSAMS. There are times we let other people also use iSAMS to make sharing easier, but we always make sure that they know all our rules first, so only people who are helping you will look at your data.

There are times we might need to ask for help doing our work, and someone else will use your data for us. This could mean your personal data might go around the world, but don't worry – we'll make sure it's safe.

Do you keep my personal data forever?

We only keep your personal data for as long as we need it and sometimes this might be for years, even after you've left our school! When we don't need it, we will delete or destroy it, or we might send it on to your next school when they need information about you. The school has a Records Management and Retention Policy that it follows to make sure we only keep it for as long as is needed.

Do I have a say in what happens to my personal data?

Yes, you do. You have what we call 'rights' when we use your data. One of these is the right to know what we do with it. That's what this Notice is for.

You have the same rights as grown-ups. These include:

Seeing your information: You and your parents/legal guardians can ask to see the information we have about you.

Asking questions: If you have questions about your information, you can ask a teacher or a parent/legal guardian.

Changing information: If something isn't right, you can ask us to fix it.

Saying “No”: Sometimes, you can say “no” to how we use your information, but sometimes we do have a legal reason to use it, which we would explain to you.

Deleting information: In some situations, you can ask us to delete your information if you don’t want us to have it anymore. However, there is certain information that we have to keep by law.

Most of the time your parents or legal guardians will take care of these rights for you until you are 13 years old or deemed mature enough to understand your decisions.

Who makes sure you follow all the rules?

We have someone at Worksop College who also cares for the children at Ranby House, called our Professional Services Manager, and their job is to protect your data. This means they make sure we are following all the rules, and your data is safe. If they see something wrong, they tell us how we can fix it.

Because of how important it is to keep your data safe, and to follow all the rules, you can email or write a letter to our Professional Services Manager if you are worried about what we do:

Professional Services Manager,
Worksop College,
Cuthberts’ Avenue,
Worksop
S80 3AP or email: gdpr@wsnl.co.uk

There is also a business whose job it is to make sure we follow the rules and can tell us off if we do things wrong. You can also email or write to them:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF or look online at www.ico.org.uk

