



LONDON VOCATIONAL
BALLET SCHOOL

Date and Privacy Notice

For Parents, carers and Students

This privacy notice has been written in conjunction with GDPR and ICO updates 2024.

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

- Personal information, such as name, address, contact details, date of birth, financial information including mean testing forms and it's supporting documents,, past school records which may include safeguarding files, medical details, academic grades, school reports and student safeguarding / wellbeing files, all information set out in the school, Parent and Student GDPR agreement document and start and leavers information. This list is not exhaustive of the above.
- The school complies with all statutory information that must be held by the school in conjunction with DfE and ICO regulations and updates.

Why we collect and use this information

To comply with Ofsted and DfE legislation

For clear communication between the school and it's parent, Carer, Students, authorises, Trustees and other organisations which are agreed to by each party concerned. It is noted that the school has the right to share safeguarding concerns with authorities if it is felt a child is at risk.

The lawful basis on which we process this information

We process this information under for data collection purposes (Departmental Censuses) is the Education Act 1996.

Collecting this information

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

Storing this information

Pupil Records	
Admissions records	1 year from the date of admission
Admissions register	Entries to be preserved for three years from date of entry

School Meals Registers	3 years
Free School Meals Registers	6 years
Pupil Record	1 year from leaving
Attendance Registers	3 years from the date of entry
Special Educational Needs files, reviews and individual education plans (this includes any statement and all advice and information shared regarding educational needs)	Until the child turns 25.

Who we share this information with

We share this information with:

- . Financial information shared with Directors and Trustees
- . Personal Information shared with staff
- . DfE if requested
- . Ofsted if requested
- . Medical professionals (ie hospital) if require

We are required to share information about our pupils with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required

- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

A right to know as set out by the ICO

- Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the UK GDPR.
- You must provide individuals with information including: your purposes for processing their personal data, your retention periods for that personal data, and who it will be shared with. We call this 'privacy information'.
- You must provide privacy information to individuals at the time you collect their personal data from them.
- If you obtain personal data from other sources, you must provide individuals with privacy information within a reasonable period of obtaining the data and no later than one month.
- There are a few circumstances when you do not need to provide people with privacy information, such as if an individual already has the information or if it would involve a disproportionate effort to provide it to them.
- The information you provide to people must be concise, transparent, intelligible, easily accessible, and it must use clear and plain language.

Requesting access as set out by the ICO

- Individuals have the right to access and receive a copy of their personal data, and other supplementary information.
- This is commonly referred to as a subject access request or 'SAR'.
- Individuals can make SARs verbally or in writing, including via social media.
- A third party can also make a SAR on behalf of another person.
- In most circumstances, you cannot charge a fee to deal with a request.
- You should respond without delay and within one month of receipt of the request.
- You may extend the time limit by a further two months if the request is complex or if you receive a number of requests from the individual.
- You should perform a reasonable search for the requested information.
- You should provide the information in an accessible, concise and intelligible format.
- The information should be disclosed securely.
- You can only refuse to provide the information if an exemption or restriction applies, or if the request is manifestly unfounded or excessive.

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Kerry Williams at: kerry.williams@londonvocational

balletschool.com or Data Protection Officer Craig Stilwell, Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE. E: dataservices@judicium.com. T: 0203 326 9174

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Policy written by Kerry Williams – Head of Pastoral Care and Safeguarding

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Judicium Consulting Ltd

Approval body: LVBS Trustees

Revised date: September 2024

Review Schedule: 1 year

Next review date: September 2025