

Privacy Notice - Student & Parent

Revised	-	September 2025
Signed	-	Executive Head of School
Signed	-	Chair of governors
Next review	-	September 2026

Student & Parent / Carer Privacy Notice

This Privacy Notice has been written to inform parents / carer and students of Horizon School about how and why we process your personal data. This Notice may be subject to change.

Who are we?

Horizon School is a 'Data Controller' as defined by Article 4 (7) of the UK GDPR and the Data Protection Act 2018. 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 personal information do we collect?

The personal data we collect about you includes:

- Personal identifiers and contact details, including name, postal address, email address, phone number, date of birth, and pupil number
- Educational and assessment attainment, such as early years, phonics and national curriculum assessment results
- Characteristics such as free school meal eligibility and language spoken
- Attendance information, including sessions attended, reason and number of absences, and previous schools attended
- Behavioural information, including exclusions and any relevant alternative provision put in place
- Safeguarding information, including but not limited to court orders and professional involvement and support
- Child in Need or Looked After status, including episodes of being looked after or a child in need, adoptions, care leavers and outcome information
- Healthcare and medical information such as doctor details, allergies, medication and dietary requirements
- Photographs, or video images (including CCTV footage), and communication preferences
- Information relating to school trips and extra-curricular activities
- Records of communications and interactions we have with you, including telephone call recordings
- Equality monitoring information, such as your ethnicity, religious beliefs, sexual orientation and gender
- E-monitoring information about your use of the school's network and IT systems
- Transition Information.

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

- Relevant medical information - please be aware that where the student 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 relevant staff members. We may do this in the form of photo identification in the staff room to ensure that all staff members are aware of the issues should an emergency situation arise
- Special Educational Needs and Disabilities information (including the needs and ranking)
- Equality monitoring information, such as your ethnicity, religious beliefs, sexual orientation and gender
- Dietary Requirements
- The school may also have information relating to you or your child's sexual orientation and/or sexual activity.

This is not routine and only likely to be collected if there is a safeguarding risk.

Why do we collect your personal data?

We process your information for the purposes outlined below:

- To support student learning and enable earlier intervention where required
- To meet our safeguarding obligation to students
- To monitor and report on student attainment progress
- To provide appropriate pastoral care and safeguarding
- To assess the quality of our educational provision
- To meet the statutory duties placed upon us regarding DfE data collections
- To promote the school, including in newsletters, on the school website and social media platforms
- To keep children safe (allergies, food allergies or emergency contact details)
- To assess the quality of our services
- We also may keep some information for historical and archiving purposes in the public interest.

What is our lawful basis for processing your information?

Under the UK GDPR, it is essential to have a lawful basis when processing personal information. We normally rely on the following lawful bases:

- Article 6(1)(a) – consent
- Article 6(1)(c) - legal obligation
- Article 6(1)(e) - public task.

Where we are processing your personal data with your consent you have the right to withdraw that consent. If you change your mind or are unhappy with our use of your personal data, please let us know by contacting Kay Peterson.

There may be occasions where our processing is not covered by one of the legal bases above. In that case, we may rely on Article 6(1)(f) - legitimate interests. We only rely on legitimate interests when we are using your data in ways you would reasonably expect.

Some of the information we collect about you is classed as special category data under the UK GDPR. The additional conditions that allow for processing this data are:

- Article 9(2)(a) – explicit consent
- Article 9(2)(g) - reasons of substantial public interest
- The applicable substantial public interest conditions in Schedule 1 of the Data Protection Act 2018 are:
 - Condition 6 - statutory and government purposes
 - Condition 10 - preventing or detecting unlawful acts
 - Condition 18 - safeguarding of children and vulnerable people.

Who do we obtain your information from?

We normally receive this information directly from you, for example via admissions forms, or secure file transfer from a previous school. However, we may also receive some information from the following third parties:

- Department for Education (DfE)
- Local Education Authority - Hartlepool Borough Council
- Other agencies working with the child/family, such as Police, Health Services etc.,
- Previous schools attended
- According to our complaints procedure all complaints are handled by the Head of School, however, within the Horizon School we will disclose any relevant data to any individual (usually an employee or governor) that requires the data in order to complete the investigation, to administer the complaint, or to receive advice about how to handle a complaint.

The following organisations may also receive your data if allowed by law:

- Department of Education
- The Local Authority
- Our appointed Data Protection Officer, Kay Peterson
- Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead (DDSL) or SENCo.
- Ofsted
- Information Commissioner's Office (ICO).

Any other organisation and/or regulator when the college is legally required to disclose your information.

We may share your information with the following organisations:

- Schools/education providers that the students attend after leaving us
- Our Local Education Authority – Hartlepool Borough Council, to ensure that they can conduct their statutory duties under the School Admissions Code, including Fair Access Panels
- The Department for Education (DfE)
- National Health Service (NHS) bodies
- Youth support services, where relevant
- Other agencies working with the child/family, where appropriate
- Relevant examination/awarding bodies
- College suppliers and IT applications, where necessary
- The Careers and Enterprise Company
- UK Health Security Agency
- Teach First (where relevant)

For more information on information sharing with the DfE please visit the DfE website at: <https://www.gov.uk/government/organisations/department-for-education>.

We may also share information with other third parties where there is a lawful basis to do so. For example, we sometimes share information with the police for the purposes of crime detection or prevention. We also regularly share information with appropriate organisations for the purposes of arranging school trips.

The Horizon School will share relevant student information with other trusted partners through their participation in multi-agency meetings, reviews and activities. This will be done under our statutory duties to provide students with an appropriate education; to contribute to their pastoral needs and to keep them safe and manage safeguarding concerns.

For more information on information sharing with the DfE (including the National Pupil Database and Census) please go to:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

We will not share any information about you outside the college without your consent unless we have a lawful basis for doing so. For example, we may also share your data with classroom/teaching apps and some websites for the purpose of enhancing student learning. Where we do this, we will rely on either Article 6(e) (public task) or Article 6(a) (consent).

For college trips, we may also share personal information (including applicable special category information listed above) with the relevant organisation(s) we are visiting, this is to organise the child's attendance/participation and ensure their safety during the visit. For this purpose, we will rely on Article 6 (e) public task and Article 9 (g) substantial public interest with processing meeting Schedule 1, Part 2 of the Data Protection Act 2018 as below:

(16) Support for individuals with a particular disability or medical condition

(18) Safeguarding of children.

Where we rely on Article 6(e) you have the right to object to processing and where we are relying on Article 6(a) you have the right to withdraw that consent at any time. Please see section below on data subject rights.

Once our pupils reach the age of 13, we also pass information to our Local Authority (Hartlepool Borough Council) and / or provider of youth support services as stipulated under section 507B of the Education Act 1996. The information provided includes addresses, DOB of student/parents, and any other information necessary for the provision of the service including gender or ethnicity.

A parent/carer can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the student once he/she reaches the age 16.

Data is securely transferred to the youth support services. For more information regarding services for young people please visit our Local Authority's website: <https://www.hartlepool.gov.uk/>

How long do we keep your personal data for?

Generally, the Horizon School will keep personal data collected as part of the child protection and safeguarding policy and we will retain your information in accordance with our Data Protection Policy. The retention period for most of the information we process about you is determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is reasonably necessary to fulfil its purpose. We may also retain some information for historical and archiving purposes in accordance with our Data Protection Policy.

Do you transfer my data outside of the UK?

Generally, the information that the Horizon School holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the EU, it will ensure it has extra protection from loss or unauthorised access.

What is our lawful basis for processing your personal data?

The Horizon School is legally required to operate a relevant complaints procedure as per the (Maintained Schools, VA Schools, VC Schools) Education Act 2002. As such the School relies on Article 6(1)(c) and Article 9(2)(g) of the UK GDPR to process your personal and special category data. This is in pursuance with Schedule 1, Part 2 (6)(2)(a) of the Data Protection Act 2018 – this means that the Horizon School can process your data as part of the official authority vested in us by the above legislation.

What rights do you have over your data?

Under the UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request access to your personal data that we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed.

Data subjects' rights and raising complaints

Under the UK GDPR, you have the right to:

- Access your personal data by making a subject access request
- Have information regarding you erased or restricted, as long as this information is not required under a lawful basis for processing as outlined in the UK GDPR, e.g. where CCTV imagery depicts a data subject engaging in criminal activity
- Object to the processing of your information.

If you are unhappy with the way that the Horizon School is using your data, please contact the Horizon School's DPO who will be able to provide more information on how and why your data is being used, deal with any concerns.

If you have raised a complaint that has not been resolved internally by the Horizon School, you can refer the matter to the ICO, who can investigate and decide on how to manage any data protection concerns you raise with them.

The ICO's details are as following:

First Contact Team

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow Cheshire

SK9 5AF

icocasework@ico.org.uk // 0303 123 1113

Media Copies

Copies of the privacy notice are posted on the Horizon School website electronically and are available in hard copy format from the Horizon School reception.

Approval and review

This policy statement will be reviewed on an annual basis.

The next review is September 2026.