



## Southwark Community Education Charity – Privacy Notice

### DATA PROTECTION - PRIVACY NOTICE FOR PARENTS OF CHILDREN PARTICIPATING IN THE SATURDAY SCHOOL SCHEMES RUN BY SOUTHWARK COMMUNITY EDUCATION CHARITY (SCEC)

#### 1. Introduction

This Privacy Notice explains how **SCEC** uses (or “processes”) the personal information (or data) relating to the children who take part in its three Saturday School schemes. This notice is provided in accordance with the rights of individuals under Data Protection Law to understand how their data is used.

#### 2. Why the Charity needs to process personal data

The Charity needs to process a limited range of personal data about participating children in order to promote the education, safety and wellbeing of those children. The data is therefore held in accordance with the Charity’s legitimate interests. The Charity will on occasion need to process special category personal data (including medical information) in accordance with rights or duties imposed on it by law, such as:

- safeguarding children’s welfare and providing appropriate pastoral (and where necessary, medical) care, and taking appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so;
- for legal and regulatory purposes (for example child protection and health and safety) and to comply with its legal obligations and duties of care.

#### 3. Types of personal data processed by the Charity

This will include by way of example:

- names, addresses, telephone numbers, and other contact details;
- where appropriate, information about children’s health and welfare
- information about children’s educational or social needs

#### 4. How the Charity collects and holds data

Generally, the Charity receives personal data from a child’s primary school. Parents may also be asked individually to provide certain data (for example, an emergency contact number). Personal data collected by the Charity will be held by administrative and teaching staff working on behalf of the Charity. Data may also, where appropriate, be shared with relevant staff from the schools which host the Saturday School schemes, for example dietary needs might be provided to a host school’s catering staff.

## **5. Sharing with third parties**

SCEC does not share or sell personal data to other organisations and will not disclose data to any third parties unconnected with the Charity for their own use.

The Charity is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to it if they meet a certain threshold of seriousness in their nature or regularity. This is likely to include health and safety and safeguarding records, which might be shared with a child's primary school and in exceptional cases referred to relevant authorities such as the LADO or police.

## **6. How long we keep personal data**

The Charity will retain personal data securely and, unless required otherwise by law or regulatory guidance, normally delete or securely destroy such data at the end of the academic year in which a child has taken part in one of the Saturday School schemes.

## **7. Your rights**

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the Charity, and in some cases ask for it to be erased or amended (subject to certain exemptions and limitations). The Charity will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits. You should be aware that the right of access is limited to your own personal data and certain data is exempt from the right of access.

## **8. Consents**

Where the Charity has obtained your specific consent to process data for a particular purpose, for example the taking of photographs of the Charity's schemes in action, you may withdraw this consent at any time.

## **9. Data accuracy and security**

The Charity will endeavour to ensure that all personal data held is as up to date and accurate as possible. Parents are asked to notify the Charity of any significant changes to important information, such as contact details, held about them.

## **10. Queries and complaints**

If you have any query about this Privacy Notice or believe that the Charity has breached the data protection legislation, please contact the Charity's administrator, Christopher Parsons: telephone 020 8299 9304; e-mail [parsonsc@dulwich.org.uk](mailto:parsonsc@dulwich.org.uk). You also have the right to take any complaints about how we process your personal data to the Information Commissioner's Office: [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).