



## **Woodside Group**

### **Privacy notice for Parents, carers and guardians and members of their extended families**

Woodside Lodge Outdoor Learning Centre; Stonehurst Lodge Outdoor Learning Centre; Upper Vale Outdoor Learning Centre; Brickyard Barn Outdoor Learning Centre operate under common policies and procedures as "Woodside Lodge Outdoor Learning Centre". Our contact address is One Ash House, Loughborough Road, Quorn, LE12 8UE.

The Woodside Lodge Outdoor Learning Centre has appointed Data Protection Education as its Data Protection Officer, someone you can contact if you have any questions or concerns about how we use your personal data. Please contact them at [dpo@dataprotection.education](mailto:dpo@dataprotection.education) or 1 Saltmore Farm, New Inn Road, Hertfordshire, SG7 5EZ

#### **How we use your personal data**

We use information about our students' families for a number of purposes:

1 Promoting the school and its values is an aim of the school to ensure its future viability and to increase potential access to our learning resources. This is also of benefit to the students who attend the school. We would typically only use your contact details as parents or carers. Sometimes we might ask for your consent to publish photos and videos of you to include in our marketing materials. The intended use of the images would be carefully described to you at the time of seeking your consent.

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2 Administration of the school, to allow us to communicate with parents and carers of our students and prospective students. In the event of an emergency we use emergency contact information in order to protect the vital interests of the student. We would share emergency contact information with the NHS as necessary. For this purpose, we use contact details of parents and carers and information about their parental role and responsibilities. If necessary, we would also hold details of parents' access rights. In order to support our extra curricular activities, we would hold parent and carer bank details. In order to arrange transport for students we will share home address details with taxi companies.

3 To help us to understand student home life and family dynamic and the potential impact on the student so that we can support the student and identify issues which impact on their school life as we monitor their performance in school. Understanding student home life and the family dynamic may be in the vital interests of the student but it is also in the school's legitimate interests to help it support students appropriately. The rights of the students and family members are protected by policies and procedures about security of personal data and data sharing. The school considers that the value of understanding students' home life outweighs any risk associated with this data processing. In any event, the data is held on a "need to know" basis only in respect of relevant families. We would use details of your parental role and responsibilities and family details such as the number and ages of siblings, also details of any illnesses within the family. Potentially any information relating to the welfare of the student would be recorded by us for this purpose. Where we need to use special category data, we might choose to share this information with specialist agencies such as Speech and Language Therapists and, when the student moves to another school outside our Group, we might share family background information with the new school.

4 Managing events on the school calendar including some fundraising events is a legitimate aspiration of the school and the students it serves to enable them to engage with the wider community. It also helps to involve parents in the life of the school and promotes parental involvement. Data used for this purpose is minimised to protect the rights and freedoms of data subjects. To manage events, we will use the contact details for parents and carers provided to us by you.

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5 On rare occasions the school might be involved in a safeguarding issue and our involvement is mandatory for compliance with safeguarding law. Potentially we would be asked to share any of the information we hold about parents and carers with Social Services, the Local Authority and possibly the emergency services (ambulance and police) in the event of a safeguarding report or investigation in which we were involved.

6. Following the introduction of the Coronavirus Act 2020, and the temporary closure of education provisions, Woodside Group introduced their online learning platform and live video calls. Consent was sought to use parent/carer contact details through Google Meets and/or Google Classrooms. The retention of recordings are held securely for the purpose of safeguarding and quality assurance.

Categories of personal data held	Lawful basis for processing	Lawful basis for processing definition
Contact details for parents	Contract	<p><b>A) Consent:</b> the individual has given clear consent for you to process their personal data for a specific purpose.</p> <p><b>(b) Contract:</b> the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.</p> <p><b>(c) Legal obligation:</b> the processing is necessary for you to comply with the law (not including</p>
Parental role and responsibilities	Legitimate Interests	
Access rights	Legitimate Interests	
Potentially any information relating to the welfare of the student	Legitimate Interests and vital interests	
Family details - number and ages of children	Legitimate Interests	
Requests for absences	Legitimate Interests	
Illnesses within the family	Legitimate Interests	
Photos and videos	Consent	

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Bank details for paying extra curriculum activities	Contract	<p>contractual obligations).</p> <p><b>(d) Vital interests:</b> the processing is necessary to protect someone's life.</p> <p><b>(e) Public task:</b> the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.</p> <p><b>(f) Legitimate interests:</b> the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)</p>
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**Where we get information from**

Most of the information we hold about you is provided by you yourself or family members on the school's application form or in discussion with our staff, but some information may be provided by government agencies or, very infrequently, by the police.

**Data retention:**

We will keep personal data as long as we are legally required to and in compliance with data protection legislation. It will always be securely destroyed.

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## Your data protection rights

You have the right to ask for a copy of the personal data we hold that relates to you. If you think that information about you which we hold is incorrect or misleading, you have the right to have the information corrected provided you can demonstrate that it is incorrect. You can also request the erasure of personal data relating to you in certain circumstances, where we do not require it to meet a legal obligation. You can also request or restriction of processing so that your records are maintained beyond our usual retention period. You have the right to object to processing on the grounds that it causes you damage or distress and the right to take away a copy of your personal data in electronic format in certain circumstances.

If you are unhappy about the way we use your personal data or the way in which we respond to your request to exercise your data protection rights, you can contact the Data Protection Officer at Data Protection Education [dpo@dataprotection.education](mailto:dpo@dataprotection.education) or 1 Saltmore Farm, New Inn Road, Hertfordshire, SG7 5EZ but you also have the right to lodge a complaint with a supervisory authority, the Information Commissioner at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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