

# YOUR DATA, YOUR RIGHTS



## Information about how Barnardo's processes your data

Barnardo's respects your privacy and is committed to protecting your personal data and being transparent about how we collect and use your data. We will comply with any data protection legislation currently in force. Our Privacy Notice, is available on our website at [www.barnardos.org.uk](http://www.barnardos.org.uk), explains how we use any personal information that you provide or which is provided to us by third parties.

This leaflet explains what data High Close School keeps about you and/or your family, what Barnardo's does with this data and your rights in relation to it.

## The data Barnardo's records about you

Barnardo's holds personal information about you which may include your name, date of birth, address, gender, ethnicity, sexual identity and whether you have a disability. We will also record information about the service provided to you, including assessments, plans and reviews.

In addition, High Close School records the following information

- **Personal information** such as name, unique pupil number and address
- **Characteristics** such as ethnicity, language, nationality, country of birth and free school meal eligibility
- **EHCP documentation including special educational needs and personalised targets**
- **Relevant Medical Information** such as long term medications, current illnesses and possible risk assessments and care plans
- **Academic Progress information** such as Teacher assessments, Internal and External examinations and reports
- **Attendance information**
- **Exclusions and behavioural data**
- **Safeguarding and Child Protection information and reports**
- **Photographs, Audio and film** to record event and document progress
- **CCTV with audio** to enhance site safety and review incidents and we comply with the Information Commissioner's Office CCTV Code of Practice.

We record your data so that we can make sure our services meet your needs.

## What is the source of the data that we record about you?

Personal information is provided by the Local Authority through the referral process and from you and your family members. Additional information may also be collected by staff working with you and some additional professional bodies.

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## The reasons Barnardo's keeps a record of your data

The reasons why we keep a record of your data include;

- to help us decide how best we can help you;
- to record how we have worked with you;
- to assess how successful we have been in helping you and to report this to the organisations that are funding the work we do; and
- to meet relevant requirements of the law or regulatory bodies.

Under the General Data Protection Regulation (GDPR), and the UK's Data Protection Act 2018, we must have a legal reason to keep your data and process it. When Barnardo's provides you with a service, we will process your data under legitimate interest or public interest. We do this because we cannot provide a service to you without using your personal information.

## Who might Barnardo's share your data with?

In order to provide you with a service, Barnardo's may share your data with the following people who may see your record;

- Barnardo's staff involved in providing you with the service and their managers,
  - Barnardo's research staff in order to measure the difference we are making and improve our services for children,
  - Inspectors from within Barnardo's and external regulators who might look at your record to check we are providing a quality service and meeting our legal requirements,
  - Representatives of the commissioner (such as a local authority or health authority) where Barnardo's is delivering a service on behalf of another organisation. They would do this to assure themselves – and you – that our work is proceeding as it should
- Add information about research
- We may be required to share your data with other agencies for legal reasons, a court order for example, or with other organisations if we believe that you are at risk of harm or may harm someone else.
  - There may be occasions when we will ask you for consent to use your data, for example; to help us inform the public about our work. If this is the case, we will explain to you exactly what your data will be used for. You can withdraw your consent at any time, and wherever possible, any of your data that has been used for publicity purposes will be deleted.
  - If we want to share your data with anyone who is not included in this list, we will inform you and, unless we have the legal grounds to share the data, we will seek your consent
    - The responsible family and representatives
    - The pupil's own Local authority
    - Department of Education
    - Ofsted
    - Future schools and colleges
    - Other professional Organisations eg therapeutic providers and careers advice services
    - NHS if applicable

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## Who is legally responsible for your data?

Barnardo's and the Local Authorities are Joint Data Controllers and therefore both organisations are responsible for your data.

## What happens to your data when Barnardo's has stopped working with you?

Barnardo's will keep your data for a specified period of time once we have finished working with you, depending on the nature of the service and our legal obligations.

Your data will be held securely by Barnardo's until the retention date is reached and then deleted or destroyed. There are different retention schedules depending on the type of data but the longest records in school are held for 75 years.

The school has an obligation to pass on your records to your next school, college or other educational placement when you leave. This can either be a direct transfer or via the responsible local authority.


Some photos, audio files, films and school work may be kept for longer than is necessary for historical documentation purposes or will be published in brochures or on social media. Consent from responsible parties will be gained before hand.


If Barnardo's uses CCTV to keep children, young people and staff safe we comply with the Information Commissioner's Office CCTV Code of Practice.


## Your right to receive a copy of your data (Subject Access Request)

You are entitled to request a copy of the data that Barnardo's holds about you. This is available at no charge to you. Please make your request in writing to:

Mr Mark Shears  
High Close School  
Wiltshire Road  
Wokingham  
Berkshire, RG40 1TS

 01189 785 767

 enquiries@highclose.org.uk

 www.highclose.org.uk

Confirmation from those with parental responsibility may also be sought.

You may also contact the Data Protection Officer, see details below. There is a form that you may use if you wish available on the Barnardo's website: [www.barnardos.org.uk](http://www.barnardos.org.uk)


We will endeavour to provide you with a copy of your data within a month. If for any reason this takes longer than one month, we will explain our reasons for the delay to you. If you have any concerns about the content of your record, you should contact the manager of the service you are working with or the Data Protection Officer, contact details below. We will correct any factual inaccuracies such as your date of birth or ethnicity. We will not usually change any record of actions and events, but your views about the content will be added to the record.


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## Contact Us

If you would like more information about how your data is handled or to receive a copy of your data, please contact;

Mr Mark Shears  
High Close School  
Wiltshire Road  
Wokingham  
Berkshire, RG40 1TS


 01189 785 767


 enquiries@highclose.org.uk

 www.highclose.org.uk

Alternatively, you can contact:


Data Protection Officer,  
Barnardo's Head Office Tanners  
Lane, Barkingside, Ilford, Essex  
IG6 1QG


 020 8550 8822

 dpo@barnardos.org.uk

If you wish to lodge a complaint or seek advice from a supervisory authority please contact:

Information Commissioner  
Wycliffe House Water  
Lane Wilmslow  
Cheshire  
SK9 5AF

 01625 545 745

 ico.org.uk

You can view Barnardo's Privacy Policy in full on the website: [www.barnardos.org.uk](http://www.barnardos.org.uk)