



# Privacy & Confidentiality Policy

[education@southbrockwellsfarm.com](mailto:education@southbrockwellsfarm.com)

EXPLORE

INSPIRE

RESET

DEVELOP

## 1. Introduction

South Brockwells Farm School is registered as Data Controller with the Information Commissioners Office (ICO) and complies with the requirements and principles of the Data Protection Act (DPA) 1998.

We aim to protect all children at all times and to give all staff clear, unambiguous guidance as to their legal and professional roles and responsibilities and to ensure good practice throughout the Farm School which is understood by children, parents/carers and staff.

## 2. Description of processing

The following is a broad description of the way we process personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received and/or check any privacy notices we may have issued to you.

### 2.1 Rationale

- We process personal information to enable us to provide education, training, welfare and educational support services, maintain our own accounts and records, support and manage our employees.
- We put the child at the heart of the learning process and provide a safe and secure learning environment.
- We implement the underlying principles of the Every Child Matters agenda and address the issues which may arise about confidentiality.
- We are committed to developing creative and positive ways for the child's voice to be heard whilst recognising our responsibility to use, hold and safeguard information.
- Sharing information inappropriately, or unnecessarily, is an erosion of trust.

2.2 We are mindful that staff are placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality. We may use this data to:-

- Report to you on your child's attainment and progress
- To foster an ethos of trust within the Farm School.
- Keep you informed about the running of the Farm School (such as emergency closures) and events
- To encourage children to be aware of confidentiality issues relating to their peers.
- To reassure children that their best interests will be maintained
- Provide appropriate pastoral care

- Protect pupil welfare
- Assess the quality of our services
- To ensure that children and parents/carers know that school staff cannot offer unconditional confidentiality
- Carry out research
- Comply with our legal and statutory obligations

### **3. The type and/or classes of information processed**

3.1 We process information relevant to the above reasons/purposes. This may include:-

- personal details
- family details
- lifestyle and social circumstances
- education and employment details
- financial details
- goods and services
- disciplinary and attendance records
- vetting checks
- visual images, personal appearance and behaviour

3.2 We also process sensitive classes of information that may include: -

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs
- trade union membership
- sexual life
- information about offences and alleged offences

### **4. About whom the information is processed**

We process personal information about: -

- employees
- students and pupils
- professional experts and advisers
- suppliers and service providers
- complainants, enquirers

### **5. With whom the information may be shared**

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary, we are required to comply with all aspects of the Data Protection Act. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with: -

- family, associates and representatives of the person whose personal data we are processing
- educators and examining bodies
- healthcare, social and welfare organisations

- police forces
- courts
- current, past or prospective employers
- voluntary and charitable organisations
- business associates, professional advisers
- suppliers and service providers
- press and the media

## **6. Guidelines for confidentiality and sharing data**

6.1 All information about individual children is confidential and is only shared with those staff/adults that have a need to know.

- All safeguarding, medical and personal information about a child is held in a safe and secure place which can only be accessed by appropriate staff.
- We pride ourselves on good communication with parents/carers and staff are available to talk to both children and parents/carers about issues that are causing concern. We encourage children to talk to parents/carers about issues causing them concern and may in some cases support the children in talking to them.
- All children have a right to the same level of confidentiality irrespective of gender, race, religion, culture, class, medical concerns and special educational needs.

6.2 All children, parents/carers and staff members must enjoy privacy from gossip. It is important that:-

- staff do not discuss details of individual cases to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
- no member of staff discusses an individual child's behaviour/situation etc in the presence of another child.
- staff do not enter into detailed discussion about a child's behaviour with other children or their parents/carers.

6.3 Staff performance management is carried out confidentially.

6.4 Matters of child protection are made known to staff on a need to know basis.

6.5 South Brockwells Farm School staff are aware of some confidential matters in order to support individual children and adults. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.

6.6 Volunteers, such as parents/carers and friends of the school do not discuss school matters in the wider community

6.7 Volunteers, and staff are required to read this policy before working for South Brockwells Farm School.

6.8 Staff should be aware of children in their care with medical needs. This information is accessible to staff who need it but is not on general view to other parents/carers and children.

6.9 Photographs of children are not used without parents/carers' permission, especially in the press and internet.

6.10 South Brockwells Farm School must observe complete confidentiality, especially in relation to matters concerning individual staff, children or parents/carers.

## **7. Data and computer security**

South Brockwells Farm School undertakes to ensure security of personal data by the following general methods:-

- physical security
- logical security
- procedural security

## **8. Handling requests for information**

Individuals have a right to request details of the personal information held by South Brockwells Farm School about them. The full procedure for making a request is contained within the South Brockwells Farm School Data Protection Policy which can be found on the South Brockwells Farm website at [www.southbrockwellsfarm.com](http://www.southbrockwellsfarm.com).

## **9. Transfers**

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the Data Protection Act.

## **10. Further information**

Further information can be found in the South Brockwells Farm Data Protection Policy which can be found on the South Brockwells Farm website at [www.southbrockwellsfarm.com](http://www.southbrockwellsfarm.com).

## **11. Complaints**

11.1 We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

11.2 To make a complaint, please contact the Data Protection Officer at :-[office@southbrockwellsfarm.com](mailto:office@southbrockwellsfarm.com)

Alternatively, you can:- • Report a concern online at <https://ico.org.uk/concerns/>

• Call 0303 123 1113

• Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 12. Policy status and review

<b>Written by:</b>	Director of Education
<b>Owner:</b>	Director of Education
<b>Status:</b>	V1 = 23/03/2023 Submitted to Partners, SBF Partnership V2 = 06/11/2023 Submitted to Board of Directors, SBF School
<b>Approval date:</b>	V1 = 24/03/2023 V2 = 28/11/2023
<b>Date reviewed</b>	V1 = 01/08/2023 No changes. V1 = 02/11/2023
<b>Review date:</b>	V2 December 2024