

# ALDER COPPICE PRIMARY SCHOOL

---



*Achievement through Commitment*

## Privacy Notice Work Experience Placements

Policy for the Attention of			
<i><b>Audience</b></i>	<i><b>Key Audience</b></i>	<i><b>Optional Audience</b></i>	<i><b>Additional/Notes</b></i>
Senior Leadership Team	✓		
Teachers	✓		
Teaching Assistants			
Administrative Staff	✓		
Curriculum Support			
Lunchtime Supervisors			
Site Manager			
Cleaners			
Governors	✓		
Parents			
Website	✓		
Local Authority		✓	



## **Privacy Notice**

### **(How we use information about Work Experience Placements)**

Alder Coppice Primary School collects and processes personal data relating to Work Experience Placements who are engaged to work with us. Alder Coppice is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations. This privacy notice will inform you about why Alder Coppice collects and processes a range of information about you.

#### **The categories of information that we collect, process, hold and share include:**

- ❖ personal information (such as name, address, contact details, medical information, dietary needs, information about siblings within our school and an emergency contact)
- ❖ special categories of data including characteristics information (such as gender, age, ethnic group)
- ❖ information about your engagement with us (such as start dates, terms and conditions of your engagement, your role as a student, hours engaged, activities you have engaged with)
- ❖ information about medical or health conditions (such as whether or not you have a disability for which the organisation needs to make reasonable adjustments)

Alder Coppice collects this information from a work experience placement form (completed by yourself), from correspondence with your School or through meetings or other interaction with you.

#### **Why we collect and use this information**

The personal data collected is essential, in order for the School to fulfil their official functions and meet legal requirements.

We collect and use work experience placement information, for the following purposes:

- ❖ enable the development of a comprehensive picture of who is operating within the School and how everyone is deployed
- ❖ ensure we meet statutory requirements in terms of work experience placements
- ❖ maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency).
- ❖ operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace
- ❖ to ensure that we comply with duties in relation to individuals with disabilities and meet our obligations under health and safety law.
- ❖ respond to and defend against legal claims
- ❖ maintain and promote equality in the workplace.
- ❖ to ensure Safeguarding requirements are met.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out obligations under Health and Safety and Disability Discrimination Act (such as those in relation to governors/volunteers with disabilities).

## **The lawful basis on which we process this information**

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are

6.1(c) for the purpose named above in accordance with the legal basis of Legal Obligation.

6.1(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

All maintained school governing boards, under section 538 of the Education Act 1996 and academy trusts, under the Academies Financial Handbook have a legal duty to provide the governance information as detailed above.

In terms of processing special category data the following will apply:

9.1(b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

## **Collecting work experience placement information**

We collect personal information via placement contact forms.

Work experience data is essential for the School's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## **Storing work experience information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the Headteacher's PA.

Documents are only kept for the duration of the placement.

## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact:

**YourIG Data Protection Officer Service**  
**Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ**  
**Email: [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk)**  
**Tel: 01384 815607**

You also have the right to:

- ❖ to ask us for access to information about you that we hold
- ❖ to have your personal data rectified, if it is inaccurate or incomplete
- ❖ to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- ❖ to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- ❖ to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- ❖ not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

### **Withdrawal of consent and the right to lodge a complaint**

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

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

### **Further information**

If you would like to discuss anything in this privacy notice, please contact:

**YourIG Data Protection Officer Service**  
**Dudley MBC, 3-5 St James's Road, Dudley, DY1 1HZ**  
**Email: [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk)**  
**Tel: 01384 815607**