



Privacy Notice (How we use pupil information)

The categories of pupil information that we are required to process by law include:

- personal identifiers and contacts (such as name, date of birth, contact details, school attending and address)
- characteristics (such as ethnicity, language etc)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended, registers for evacuation & emergency purposes)
- assessment and attainment (such as instrumental lesson reports and progress statements)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- media (audio, photo and video consent – at parent/carer permission) for any media published for promotional purposes online through any means
- data for trips and tours (such as dietary requirements, sleeping habits, passport information, consent for swimming etc)

This list is not exhaustive.

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning / health and wellbeing
- b) to monitor and report on pupil progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (safeguarding, food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us by the government
- g) to enter pupils for graded exams
- h) to create concert set lists / information (no other detail other than a child's first name is ever published on a set list)
- i) when organising trips and tours to ensure regulated and approved youth trip organisations are able to organise transport / dietary / rooming needs / insurance
- j) children in performance licensing (such as providing the local authority with lists of names, dates of births and school details in the event of inspections, license applications, safeguarding concerns etc)
- k) for use should emergency services or local authority safeguarding services become involved in an incident or emergency
- l) parents details used as emergency contacts, next of kins and for regular updates relating to their child's membership



- m) entries to music festivals
- n) names are collected for use in souvenir programmes (names are never linked to photos to ensure maximum protection of children's identity at all times)
- o) media is collected with parents signed permission for promotional use (such as through official websites, newspaper / TV coverage, promotional videos, social media channels – please see our Social Media Policy for more information)
- p) software suppliers (such as Coursepro – to manage and maintain parent access to pupil attendance information and progress information).

This list is not exhaustive.

Under the **General Data Protection Regulation (GDPR)**, the lawful bases we rely on for processing pupil information are:

- Article 6(1)(e) – the 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
- Article 9(2)(g) – the processing is necessary for reasons of substantial public interest

Collecting Pupil Information

Pupil data is essential for the companies' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

How we store pupil data

We hold pupil data securely for a minimum of 10 years from the day a child stops involvement with the company. Information is stored through high level document security provision such as:

- Secure office filing systems
- Password and encrypted documents such as spreadsheets
- Encrypted documents through company email / cloud google drive accessed only by trained employees and through use of multiple securities layers to access the data. Data is not available for employees (other than management) to download, share, edit or re-produce and only the minimum amount of data is shared with employees (such as name and school). Management hold the main data collected and processed from the parent / carer of each child.

Who we share pupil information with

We routinely share pupil information with:

- our local authority and other local authorities / safeguarding board / child performance licensing boards if applicable
- employees appointed to carry out duties of care and education
- the NHS, emergency services
- the Department for Education (DfE)
- Approved and accredited tour operators



Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We also share pupil information to:

- Support teaching and learning. In order to facilitate this, we may share information with the software supplier to set up the systems needed for pupils and parent/carers to access.
- Monitor and report on academic progress.
- Provide appropriate pastoral care (Keeping Children Safe in Education 2016).
- Assess how well we, as an education provider, are doing.
- Co-operate with Southampton City Council and external partners to improve the well-being of children, under the duty of the Children Act 2004. Working Together to Safeguard Children (2015)
- Share information with Southampton City Council and external partners to support the duty to safeguard and promote the welfare of children, under the Children Act 1989, Section 17. Working Together to Safeguard Children (2015)
- Share data with professionals commissioned by the company such as health services.
- When your child applies for further education or training, the school / LA may forward information to colleges or providers in order to aid your child's transition into further education or training

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, contact Alex Pope (alex@showcaseperformance.com).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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

Contact

If you would like to discuss anything in this privacy notice, please contact: **Alex Pope** (alex@showcaseperformance.com)