

# **The Privacy Notice of Dartford Science and Technology College's**

## **General Data Protection Regulation\***

*\* The General Data Protection Regulation (GDPR) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union. When the GDPR takes effect, it will replace the data protection directive of 1995. The regulation becomes enforceable from 25 May 2018. It does not require national governments to pass any enabling legislation, and is thus directly binding and applicable.*

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*Dartford Science and Technology College will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you, including your name, address, email and phone number. We will use your personal data in a way that is appropriate, limited & relevant and thereby compliant with the GDPR*

### **Why we need your data**

*We need to know your basic personal data in order to provide you with on-going messages from ourselves, both via post and in electronic form such as via email and text message. We will not collect any personal data from you we do not need.*

### **What we do with your data**

*All the personal data we hold and collect is processed by our staff in The College and is kept on servers within the College's jurisdiction and control. No third parties have access to your personal data unless the law allows them to do so.*

*We have Data Protection policies and procedures in place to oversee the effective and secure processing of your personal data. More information on this framework can be found on our website:*

<http://www.dstc.kent.sch.uk/wp-content/uploads/Data-Protection-Policy-2016.pdf>

### **How long we keep your data**

*We are obliged by Kent County Council regulations to keep your basic personal data (name, address, contact details) for a minimum of twenty-five years from your child's date of birth - unless your child has a statement of Special Educational Needs or an Educational Health Care Plan where retention will be thirty years from your child's date of birth - after which time it will be destroyed. More information on the KCC retention schedule can be found in the Appendix below and at:*

<http://www.dstc.kent.sch.uk/wp-content/uploads/Data-Retention-Periods.pdf>

### **What we would also like to do with your data**

*From time-to-time, we would like to publish information about your child and your child's achievements and activities on our website, prospectus, social media accounts, local and national press. It is most important you provide us with explicit permission to do this. We are obliged to inform you that once such information is released in the public domain we cannot be responsible for its use thereafter.*

### **What are your rights?**

*If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. **dpo@dstc.kent.sch.uk***

*If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>*

## Appendix

### Kent County Council Retention Periods

| Basic file description  | Statutory Provisions   | Retention Period   |
|---|--|--|
| Admission Registers   |  | Permanent  |
| Attendance registers  |  | Date of register + 3 years   |
| Pupil record cards - Primary  |  | Retain for the time which the pupil remains at the Primary School  |
|   |  | <a href="#">Transfer to the Secondary School (or other Primary School) when the child leaves the school</a>  |
| Pupil record cards - Secondary  |  | DOB of the pupil + 25 years <sup>1</sup>   |
| Pupil Files - Primary   |  | Retain for the time which the pupil remains at the Primary School  |
|   |  | Transfer to the Secondary School (or other Primary School) when the child leaves the school <sup>1</sup>   |
| Pupil Files - Secondary   |  | DOB of the pupil + 25 years <sup>1</sup>   |
| Special Educational Needs files, reviews and Individual Education Plans |  | DOB of the pupil + 25 year <sup>1</sup>  |
| Letters authorising absence   |  | Date of absence + 2 years  |
| Absence books   |  | Current year + 6 years   |
| Examination results - Public  |  | <a href="#">Year of examinations + 6 years</a>   |
| Examination results - Internal examination results                      |  | Current year + 5 years   |
|   |  | If these records are retained on the pupil file or in their National Record of Achievement they need only be kept for as long as operationally necessary |
| Any other records created in the course of contact with pupils          |  | Current year + 3 years then review   |
| Statement maintained under The Education Act 1996 - Section 324         | Special Educational Needs and Disability Act 2001 Section 1  | DOB + 30 years   |
|   |  | Unless legal action is pending   |
| Proposed statement or amended statement                                 | Special Educational Needs and Disability Act 2001 Section 1  | DOB + 30 years   |
|   |  | Unless legal action is pending   |
| Advice and information to parents regarding educational needs           | Special Educational Needs and Disability Act 2001 Section 2  | Closure + 12 years   |
|   |  | Unless legal action is pending   |
| Accessibility Strategy  | Special Educational Needs and Disability Act 2001 Section 14 | Closure + 12 years   |
|   |  | Unless legal action is pending   |
| Pupil SEN Files   |  | DOB of pupil + 25 years then review unless legal action is pending. If so, it may be appropriate to add an additional retention period.                  |