



Privacy Notice for Why Don't You... ? Club Applicants and Parents

Who we are

We are Health Futures UTC, 350 High Street, West Bromwich, B70 8DJ. We are a health and science focussed school for children aged 14 to 19. This privacy notice explains how we collect, store and use personal data about our applicants. We, Health Futures UTC, are the 'data controller' for the purposes of the General Data Protection Regulation (GDPR) and as such we are obliged to inform you of the information we hold on you and your child(ren), what we use it for, who we share it with, and for how long we keep it.

The categories of applicant & parent information that we collect, hold and share

Club applicant

Personal Information:

- Applicants name
- Age
- Address
- Email address
- Current school
- Current year group

Characteristics:

- Medical conditions
- Medication and dosage
- GP name
- GP surgery address
- GP telephone number
- Photographs - for school newsletters, media and promotional purposes
- CCTV images

Parent/Carer

- Name
- Parental signature
- Emergency contact preference telephone number

Why we collect and use this information

We use the applicant and parent data to:

- provide appropriate pastoral and medical care
- for safeguarding and applicant welfare purposes
- administer club application lists

- inform you about school events
- for marketing purposes

The lawful basis on which we use this information

Our lawful basis for collecting and processing applicant information is defined in GDPR under Article 6. The following elements of the article apply:

- a) Data subject gives consent for one or more specific purposes.
- b) Processing is necessary to protect the vital interests of the data subject (applicant, parent/carers)
- c) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Our lawful basis for collecting and processing applicant information is further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special category data. The following elements of the article apply:

- a) The data subject (applicant, parent or carer) has given explicit consent.
- b) It is necessary to fulfil the obligations of controller (school) or of data subject (applicant, parent/carers)
- c) It is necessary to protect the vital interests of the data subject (applicant, parent/carers)
- d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- e) Reasons of public interest in the area of public health
- f) It is in the public interest

Collecting applicant information

On some occasions, we process personal information on the basis of consent, for example, when we wish to take and use applicant images. Consent can be withdrawn at any time by emailing your request to admin@healthfuturesutc.co.uk.

Storing applicant data

We will only keep your data on file for twelve months. After twelve months your data will be disposed of in a secure manner in line with our retention policy. You may inform us at any time if you no longer wish us to hold your data on file, at which point it will be disposed of immediately. To inform us that you no longer wish for us to hold your data on file, email admin@healthfuturesutc.co.uk and the data will be destroyed in line with our data retention schedule as outlined within our data mapping document. Please contact us if you would like further clarification on our retention timescales.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

Who we share applicant information with

CCTV System

The Closed Circuit Television (CCTV) system, is installed at strategic locations to provide a safe and secure environment as part of our commitment to safety and security. We use the CCTV system fairly, within regulatory guidelines and law, with the personal privacy of individuals using the building and the objective of recording incidents for safety and security in mind. Health Futures UTC, have CCTV in operation which is in line with Health Futures UTC's CCTV Policy. The CCTV policy for Health Futures UTC can be viewed on request.

Accidents and Incidents Reporting

In the event of an accident or incident, Health Futures UTC will request the club attendees to complete an Incident Report Form. This will include personal data from the injured party or person suffering from ill health, such as name, address, date of birth, next of kin and details of the incident to include any relevant medical history. The data is collected as Health Futures UTC has a legal duty to document workplace incidents/accidents and to report certain types of accidents, injuries and dangerous occurrences arising out of its work activity to the relevant enforcing authority.

In the event of an accident or emergency, which results in the requirement of emergency services, personal data of the injured/ill party will be shared with any necessary emergency services. The legal basis for this is legitimate interest.

Incidents and accidents will be investigated to establish what lessons can be learned to prevent such incidents/accidents re-occurring including introduction of additional safeguards, procedures, information instructions and training, or any combination of these. Monitoring is undertaken but on an anonymised basis. The information is also retained in the event of any claims for damages.

Legal Basis for processing:

The legal basis of processing is set out as follows:

Area	Legal basis	Information
CCTV	Legitimate Interests	To ensure that there is a safe environment for every person visiting Health Futures UTC's premises.
Accidents and Incidents reporting		
Accidents and emergencies		

Disclosures

Health Futures UTC would only disclose information from CCTV, which is required to detect or prevent crime. This is usually on receipt of a Police issued personal data request form, required under Police Investigations Section 29(3) of DPA 1998. There are instances such as prevention of threat to life or serious injuries, where personal information may be provided without a signed police DPA form.

Requesting access to your personal data and your data protection rights

Under data protection legislation, parents and applicants have the right to request access to information about them that we hold, through a Subject Access Request. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over

their own data (usually under the age of 12), or where the child has provided consent. Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

We will provide information in a way that is:

- Concise
- Transparent
- Intelligible
- Easily accessible
- Uses clear and plain language

If you would like to make a subject access request please contact our Data Protection Officer (see contact details at the end of this privacy notice) who can provide you with further details of the process.

Your rights as a Data Subject

Data subjects have the following rights with regards to their personal information, as follows:

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purpose of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- Where relevant, the existence of the right to request rectification, erasure or restrictions, or to object to such processing
- The right to lodge a complaint with the ICO or another supervisory authority
- The source of the data, if not the individual
- The safeguards provided if the data is being transferred internationally

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;
- claim compensation for damages caused by a breach of the Data Protection Regulations as defined under Article 82.1.

Complaints

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. To make a complaint, please contact our Data Protection Lead within school (see contact details at the end of this privacy notice).

Contact Us

If you have any questions or concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Lead, Mrs Annette Guest, who can be contacted via email at: admin@healthfuturesutc.co.uk or by post at: Health Futures UTC, 350 High Street, West Bromwich, B70 8DJ.

Telephone: 0121 795 2888

Our Data Protection Officer (DPO) is provided by SIPS Education Ltd. The following officers can be contacted via GDPR@sips.co.uk:

Laura Hadley
Sue Courtney-Donovan
Amanda Moore

You can also report a concern online to the Information Commissioners Office at:

<https://ico.org.uk/concerns>

Telephone Number 0303 123 1113

Address:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF 12.

Changes to this privacy notice

This privacy notice may be updated from time to time. We encourage you to check this privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for example, how we would like to use your personal data, we will provide a more prominent notice (for example, email notification or correspondence of privacy notice changes).