



## Privacy notice – how the school uses pupil information

### What is a privacy notice?

There is a law that keeps your information safe – things like your address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons, and the law tells them exactly what they are allowed to do with information that belongs to you.



We collect some information about our pupils, like you. It's our job to tell you how we collect the information, how we record it and how we use it.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

- **Data controller:** This person (or group of people, like a school) is in charge of the information we collect.
- **Data processor:** This person processes information for us.
- **Data protection officer (DPO):** This person makes sure we do everything the law says. The school has a Data Protection Lead and the Trust has a Data Protection Officer.
- **Personal data:** This means any information that can be used to identify you, such as your address and date of birth.
- **Special category data:** This is personal data that needs more protection because it is sensitive.

### Who looks after your information?

The school is the data controller of the personal information you give to us – we look at how and why your information is collected and used.

Sometimes the school has to give your information to other people, such as the government, but we will only give away your information when you say it is ok or when we have a lawful reason to do so. When we give your data to someone else, they must look after it and keep it safe.

### What information do we collect and use?

The categories of information that the school collects and uses include the following:

- **Personal information that can identify you** – this includes information like your name, contact details and address
- **Characteristics** – this includes information like what language you speak and your ethnicity
- **Safeguarding information** – this includes important information that helps us to keep you safe from harm
- **Special educational needs and disabilities** – this includes information about any additional needs you have that we need to support you with
- **Medical information** – this includes information about your health and any medical conditions you have that we need to know about to keep you safe



- **Attendance information** – this includes information about your attendance at school, how many times you have missed school, and why you could not come to school
- **Your assessment information** – this includes information about any tests you take at school
- **Behavioural information** – this includes information about any time you have been excluded from school and why
- **School Trips and activities** – emergency contacts, medical information
- **Catering** – information for entitlement to free school meals and identity authentication (in some schools)

### **Why do we collect and use your information?**

We collect and use your information for the following reasons:

- To support your learning
- To keep you safe
- To monitor and report on your progress
- To provide appropriate support
- To assess the quality of our service
- To comply with the law regarding data sharing

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### **How do we collect your information?**

These are the ways we use to collect your information:

- School registration forms
- Consent forms
- Information sent from your old school (sometimes called a common transfer file)

Collecting and using your information is really important to make sure the school can run properly. You must give us most of the information we need, but there is some information that you can choose whether to give it to us. We will let you know when we collect your information whether you need to provide the information to us or if you have a choice.

### **How long will we keep your information and how do we keep it safe?**

We do not keep your information forever, only for as long as we need it. We have rules that tell us when to keep it and when we should safely delete it. You can ask us for these details if you want to.

We also have rules in place to make sure we keep your information safe.

We keep your data safe and secure to prevent cyber attacks.



## **Will your information be shared?**

We normally share your information with:

- The local authority (LA) – this is the local government who helps the school
- The Department for Education (DfE) – this is the part of the government in charge of education
- Schools that you go to after leaving us
- Youth support services (pupils over 13)

## **Why do we share your information?**

We do not share your information with anyone without your permission, unless the law and our rules say we can or should.

## **Youth support services**

Once you reach the age of 13, we may pass your information to the LA and/or the organisation who helps us to deliver youth support services because they have responsibilities in relation to the education or training of 13- to 19-year-olds.

We share this information with them to make sure they can provide the following services:

- Youth support services
- Careers advisers
- Post-16 education and training providers

We will only share your name, address and date of birth, but if your parents or the person who looks after you gives their permission, we may share other relevant information. When your turn 16, it is up to you whether you want to share this information.

We make sure your information is shared with the youth support services safely by using a secure electronic method of transfer.

The youth support services keep this information in line with their own rules

## **Department for Education (DfE)**

The school needs to share certain information with the DfE to make sure we meet certain laws, including:

- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

If you have a question about what these laws mean, you can ask a member of the office staff.

All information we share with the DfE is given to them safely and kept by the DfE under strict safety rules.

## **How does the government use your information?**

The pupil information that we need to share with the DfE:



- Makes sure our school can get the money it is entitled to.
- Helps the government to create rules for schools.
- Helps the government to research future rules that may need to be put in place for schools.

To find out more about why we need to give the DfE your information, click [here](#).

### **The National Pupil Database (NPD)**

A lot of the data you give to us goes onto be stored on the National Pupil Database.

This database is looked after by the DfE and has information about pupils in schools in England.

You can find out more about the NPD by following this link: <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>.

### **Sharing by the DfE**

The DfE is legally allowed to share your personal information with certain individuals and organisations, including the following:

- Schools
- LAs
- Researchers
- Organisations that support your wellbeing
- Other parts of the government
- People that fight crime

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

### **How to find out what personal information the DfE holds about you**

You are legally allowed to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it uses your personal information.
- What information it holds about you.
- Why your information is held and who it might be shared with.
- For a copy of your personal data and any details of its source.

You can find out more about this by following this link:

<https://www.gov.uk/government/organisations/departments-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.



## What are your rights?

You and your parents or legal guardians have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it is not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.
- Say no to direct marketing (people trying to sell you things).
- Stop people using your information for scientific, research or statistical purposes.

You also have the right **not** to be subject to decisions based purely on automated processing. This means that we will not make important decisions about you and your education based only on what a computer tells us. We will always think carefully about these decisions to make sure you are treated fairly.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we get and use your information, you can speak to a member of staff at the school, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the school, you can contact the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their [live chat](#).

## Would you like to know more?

If you or your parents would like to find out more information about how we and/or the DfE collect, use and store your personal information, please visit the [Trust website](#)

## Will you need to read this again?

Sometimes we need to change this privacy notice, so it is important that you take a look every now and then to make sure you are happy with it.

The last time we changed this privacy notice was June 2022

### Four important things to understand

Now you have read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.

If you have any questions, a member of the office staff will be happy to help you.