

PRIVACY NOTICE FOR PUPILS

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, St Faith & St Martin Church of England Junior School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs Hanson, School Business Manager.

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education (DfE).

Why we use this data

We use this data to help run the school, including to:

- Get in touch with your parents when we need to
- Check how you are doing in class and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

Our legal basis for using this data

We only collect and use your information when the law allows us to. Most commonly, we process it where:

- We need to comply with the law
- We need it to carry out a task in the public interest (in order to provide you with an education)

Sometimes we may also use your personal information where:

- Your parents / carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interests)

We may have got permission to use your data, your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which mean we can use your data.

Collecting this information

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

We will always tell you if it is optional but if you must provide the data, we will explain what may happen if you don't.

How we store this data

We keep personal information about you while you are at this school. We may also keep it after you have left the school, where we are required to by law.

We have a Retention of Records policy which sets out how long we must keep information about pupils.

Data Sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- *Lincolnshire County Council who are our local authority – this is to meet our obligations to share certain information, such as safeguarding issues and exclusions*
- *The Department for Education (DfE) (a government department)*
- *Your family and representatives*

- *Educators and examining bodies*
- *Our regulator (Ofsted)*
- *Suppliers and service providers*
- *Financial organisations*
- *Central and local government*
- *Our Auditors*
- *Survey and research organisations*
- *Health authorities*
- *Security organisations*
- *Health & Social welfare organisations*
- *Professional advisors and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

National Pupil database

We are required to provide information about you to the Department for Education as part of statutory data collections such as school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions and how they will use your data.

For more information, see the Department's webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a **'subject access request'** as long as we can judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it and how long we will keep it
- Explain where we got it from, if not from you or your parents
- Tell you who has been, or will be, shared with
- Let you know if we are using your data to make automated decisions (decisions being taken by a computer or machine, rather than a person)
- Give you a copy of the information.

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact Mrs Hanson, School Business Manager.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine and not by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your data our collection and use of personal information very seriously, so please let us know if you think we have done something wrong.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office

- Report a concern online at <https://ico.org.uk/concerns/>

- Cal 03031231113
- Or write to : Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Annemarie Hanson, School Business Manager