



PUPIL PRIVACY NOTICE:

GENERAL DATA PROTECTION REGULATION (GDPR)

What is the purpose of this Notice?

This is our school's Privacy Notice which is intended to provide you with information about how and why we process pupil information. It is also intended to provide you with other information which is required under the General Data Protection Regulation (GDPR). The GDPR is a piece of legislation which contains the key laws relating to data protection.

It is important to the school, and a legal requirement, that we are transparent about how we process pupil information. As a school that processes pupil information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

The Data Protection Officer

The school has an appointed Data Protection Officer (DPO): Mr Gulam Abbas Hussain, and a team who can be contacted via the school telephone. The DPO is responsible for dealing with data protection issues within the school and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

What pupil information do we collect?

The types of pupil information that we collect include:

- pupil names, contact details (including parent(s)/guardian(s) details)
- characteristics such as ethnicity, language, nationality, country of birth.
- attendance information (such as sessions attended, number of absences and absence reasons)
- information relating to pupil exclusion
- attainment records including national curriculum assessment results
- records of where pupils go after they leave us
- safeguarding information
- special educational needs information
- medical information
- behavioural information
- Financial details
- Special categories of personal data including biometric data, ethnicity, relevant medical information, special educational needs information;
- Images of pupils engaging in school activities, and images captured by the School's CCTV system;
- Information about the use of our IT, communications and other systems, and other monitoring information;



What is the purpose of us collecting and using pupil information?

The purposes for which the school collects personal information are as follows:

- to support our pupils' learning
- to monitor and report on their progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- for safeguarding purposes
- for health, safety and insurance purposes

How We Use Your Personal Information

We hold pupil data and use it for: -

- Pupil selection (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Support teaching and learning;
- Giving and receive information and references about past, current and prospective pupils, and to provide references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements;
- To carry out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Security purposes, including CCTV; and where otherwise necessary.



How long will we hold pupil information for?

We will hold pupil information for a period of time specified by law and as detailed within our data retention policy. The length of time will depend on the nature of the information held. We will not hold personal data for longer than necessary.

Why is it lawful to collect this pupil information?

As a school, we are subject to a wide range of laws which we must comply with to further pupil education and to safeguard their well-being. To comply with these laws, we only process personal information as far as is necessary to meet those obligations. We also process some of the information described in this privacy notice to carry out the public tasks vested in us as a school to effectively run the school

Whilst the majority of pupil information provided to us is mandatory, some of it is provided on a voluntary basis. In order to comply with the GDPR, when we request information we will make it clear whether this is required or if there is a choice. If it is a choice, then we will obtain consent first. Even if consent is given to us to collect and use this information, there is the right to withdraw consent at any time.

Some types of pupil information are regarded as more sensitive under the GDPR and referred to as being a 'special category' of personal information. Where we collect this type of information, it will often be processed as a matter of public interest. In other circumstances, explicit consent will be obtained first.

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 personal information held about themselves or to be given access to their child's educational record, parents should contact the Data Protection Officer.

There is also 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.

If you want to exercise any of the above rights, please contact the Head Teacher in writing. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.



Who will we share pupil information with?

- schools that pupils attend after leaving us
- our local authority
- the Department for Education (DfE)

Why we 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 share pupils' data with the Department for Education (DfE) on a statutory basis.

Right to Withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the school's Office Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Headteacher in the first instance. The headteacher and the data protection team will oversee compliance with data protection and this privacy notice.

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.