



Pupil Privacy Notice

Policy Statement

During your child’s time with us, we will use information that we gather in relation to them for various purposes. Information that we hold in relation to your child is known as “personal data”. This will include data that we obtain from you as parents directly, and data about your child which we obtain from other people and organisations. We might also need to continue to hold your child’s personal data for a period of time after they have left the school. Anything that we do with their personal data is known as “processing”.

This document sets out what personal data we will hold about your child, why we process that data, who we share this information with, and their rights in relation to their personal data processed by us.

What information do we use about them?

We will collect, hold, share and otherwise use information about your child as set out in the boxes below:

<ul style="list-style-type: none"> Name 	<ul style="list-style-type: none"> Date of Birth 	<ul style="list-style-type: none"> Attendance information
<ul style="list-style-type: none"> Address 	<ul style="list-style-type: none"> Assessment information 	<ul style="list-style-type: none"> Details of previous nurseries or schools/future schools
<ul style="list-style-type: none"> Unique pupil number 	<ul style="list-style-type: none"> Behavioural information 	<ul style="list-style-type: none"> Language(s)
<ul style="list-style-type: none"> Nationality 	<ul style="list-style-type: none"> Country of birth 	<ul style="list-style-type: none"> Eligibility for free school meals
<ul style="list-style-type: none"> Photographs 	<ul style="list-style-type: none"> Videos 	

We will also collect, hold, share and otherwise use information about your child which is classed as “special category personal data” and we will take extra steps to ensure that this is kept safe:

<ul style="list-style-type: none"> Racial or ethnic origin 	<ul style="list-style-type: none"> Religious beliefs 	<ul style="list-style-type: none"> Special educational needs and disability information
<ul style="list-style-type: none"> Medical / health information 	<ul style="list-style-type: none"> Genetic and biometric data 	<ul style="list-style-type: none"> Information relating to keeping your child safe
<ul style="list-style-type: none"> Dietary requirements 		

Where do we get this information from?

We get this information from:

- You as parents/carers
- other children's parents/guardians
- Teachers and other staff
- People from other organisations e.g. speech therapists, educational psychologists.

Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give your child a good education and to support them through this
- To make sure that we are able to address and support any educational, health or social needs they may have
- To make sure everyone is treated fairly and equally
- To keep your child and everyone at the school safe and secure
- To deal with emergencies involving your child
- To celebrate your child's achievements
- To provide reports and additional information to you as parents/carers

Some of these things are a statutory/legal duty of the school and others we need to do in order to run the school effectively.

Sometimes we need permission to use your child's information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things we will ask you for permission.

Why do we use special category personal data?

We may need to use the information about your child which is special (mentioned above) where there is a specific interest to do so, for example health and social care purposes, or to provide your child with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your child's information in relation to legal claims, or to protect their vital interests and where you are unable to provide your consent.

How long will we hold information in relation to our pupils?

We will hold information relating to your child only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where your child changes school we will usually pass their information to your new school.

Who will we share pupil information with?

We may share information about your child with:

- Other schools or educational institutions that they may attend or require support from, and Local Authorities to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding
- The Department for Education [and ESFA] as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors

Keeping this information safe

The school stores information securely and follows strict procedures for information processing. Please see school data protection policy.

Your rights in relation to your child's information

Personal data belongs to the **data subject**, and in the case of the **personal data** of a child regardless of their age the rights in relation to that **personal data** are theirs and not those of their parents. Parents, in most cases, do not have automatic rights to the **personal data** of their child.

However there are circumstances where a parent can request the **personal data** of their child without requiring the consent of the child. This will depend on the maturity of the child and whether the School is confident that the child can understand their rights. Generally where a child is under 12 years of age they are deemed not to be sufficiently mature as to understand their rights of access and a parent can request access to their **personal data** on their behalf.

You also have the right to:

- Object to what we are doing with your child's information
- Have inaccurate or incomplete information about your child amended
- Ask us to stop doing certain things with your child's information in some cases
- Ask that decisions about your child are not made using automatic systems
- Claim against the school in certain circumstances where your child has suffered as a result of the school breaching their data protection rights

If you feel it necessary to do any of the above, you can speak with Alison Rostron. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your child's personal data then you can speak with Alison Rostron, or if necessary can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.