

Privacy Notice for Pupils

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1. Introduction: Why are we giving this to you?

As your school we need to use information about you. We do this for several reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher or speak to your parents/guardians and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Local Data Protection Officer who works in your school office. They can answer any questions you have about what the school does with your information. If you or your parents/guardian wants to speak to them, you can contact them or go and see them.

Policy Statement

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

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

What information do we use about you?

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

<ul style="list-style-type: none">Name	<ul style="list-style-type: none">Telephone and email contact details	<ul style="list-style-type: none">Date of Birth
<ul style="list-style-type: none">Address	<ul style="list-style-type: none">Assessment information	<ul style="list-style-type: none">Details of previous/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">Attendance information	<ul style="list-style-type: none">CCTV images

We will also collect, hold, share and otherwise use some information about you which is special “special category personal data” and we will take extra care to make sure 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
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<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 you safe
<ul style="list-style-type: none"> • Sexual life 	<ul style="list-style-type: none"> • Sexual orientation 	<ul style="list-style-type: none"> • Dietary requirements

Where do we get this information from?

We get this information from:

- You
- Your parents/guardians, and other children’s parents/guardians
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

Why do we use this information?

We use this information for lots of reasons, including:

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

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

Sometimes we need permission to use your 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 or if necessary your parent/carer for permission.

Why do we use special category personal data?

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide you 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 information in relation to legal claims, or to protect your 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 you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school, we will usually pass your information to your new school.

Who will we share pupil information with?

We may give information about you to:

- Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/ or 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

2. Keeping this information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- Securing our buildings and checking all visitors
- Providing staff with lockable draws and cupboards so that information is locked away
- Disposing of confidential paper documents safely by shredding them
- Reminding staff to ensure that they are not overheard, or their monitor isn't viewed by anyone not authorised to know or see information about you
- Ensuring that any data stored digitally is kept secure via encryption and robust permission procedures.

3. What are your rights?

1. Right to Information

- The data subject (You) has the right to know how we process your personal data, who we process it with, our Data Protection Officer contact details, details of the data controller and details of the data subject's rights. This privacy notice outlines all these principles.

2. Subject access rights

- The data subject has the right to know what personal data is being held about them and how they can access this (see below paragraph).

3. Right to rectification

- The data subject can request that the data controller rectifies any inaccurate data

4. Right to erasure

- The data subject can request that the data controller erases any data that is no longer fit for processing or where processing was relying on consent, and this has been withdrawn.

5. Right to restrict processing

- The data subject can request that the data controller restricts processing where the accuracy of the personal data is contested, the process is unlawful or no longer needed but the data subject does not want to erase as the data is still required.

6. Right to data portability

- The data subject has the right to receive any personal data they have provided in a structured, commonly used and machine-readable format.

7. Right to object

- The data subject has a right to object to data processing.

8. Rights in relation to automated decision making and processing

- The data subject has the right not to be subjected to decisions based solely on automated processing.

If you wish to exercise any of your data rights, then please get in touch with your local Data Protection Representative that can be found below.

4. Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should contact your teacher in the first instance.

You also have the right to:

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

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

5. Concerns

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

6. Contact us

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

- Your Local Data Protection Representative at your School office/ workplace – Stephanie Watt on 01572 823489 or swatt@dsatleighfield.org
- Operations Director on 0116 279 3462 or dprep@discoveryschoolstrust.org.uk
- Data Protection Officer – Adam Lapidge via alapidge@discoverytrust.org