



# PRIVACY NOTICE FOR PUPILS

## INTRODUCTION

The Data Protection Act 2018 and the EU General Data Protection Regulation are laws which tell us how we should handle personal information that we have about you. These laws will protect you and make sure that we look after your personal information.

The personal data that we have is collected in a number of ways for example registration forms that your parents/carers complete, from the Local Authority, Department for Education (DfE), or a secure link with other School's Information Management System. This notice tells you about the data collected and how it is used.

## THE CATEGORIES OF PUPIL INFORMATION THAT WE PROCESS INCLUDE:

- Information that identifies you and contacts (such as name, unique pupil number, contact details and address);
- Characteristics (such as race or ethnicity, language, and free school meal eligibility);
- Information that we need to keep you safe (such as when a court has made a decision about you or when other people are involved in looking after you, like a social worker);
- Special educational needs (what the need is and how we can help you);
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements);
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended);
- Assessment and attainment (such as key stage 1 and phonics result);
- Behavioural information (such as exclusions and other places you may attend for your education).

## HOW WE PROCESS PERSONAL INFORMATION

To make sure we follow the data protection laws we will:

- Treat your information carefully and fairly and we will tell you what we are going to do with it.
- Only collect personal information that we are allowed to ask for and that we need. We will be clear about the reasons we need the information.
- Only use your personal information for the reasons that we have asked for it and only use information that is suitable for that reason.
- Make sure your personal information is right and up to date.
- Not keep your personal information for any longer than it is needed for the reasons we have it.
- Keep your personal information securely using computer security systems, passwords and locked cabinets.

## WHY WE COLLECT AND USE PUPIL INFORMATION

The law tells us that we can only collect and use your personal information if we have a reason to. The reason that we do this has to meet one of the legal reasons that are given to us in the data protection act. If we do not have a legal reason to use your information we cannot and will not use it.



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We collect and use pupil information to:	Our legal reason for using the information is:
a. Support pupil learning	Legal Obligation
b. Monitor and report on pupil attainment progress	Legal Obligation
c. Provide appropriate pastoral care	Legal Obligation
d. Assess the quality of our services	Legal Obligation
e. Keep children safe (food allergies, medical conditions, emergency contact details etc.)	Vital Interests – to protect pupils lives
f. Meet statutory duties placed upon us	Legal Obligation – data collected for the Department for Education census information for example
g. Record events, activities and achievements (photographs/video footage)	Consent (see below)
h. Facilitate trips and transport arrangements	Legal Obligation

## INFORMATION SHARING AND CONSENT

During your time at our school you will be told how your information will be used and shared with other services or organisations. This joint sharing of information is very important for protecting you and other pupils at our school and to make sure that we provide a good service.

Consent is when we ask for your or your parent/carer’s permission to handle or share your personal information. If we need to ask for consent we will be very clear on what we are asking so that you or your parent know exactly what you are agreeing to.

We will usually ask for your or your parent/carer’s consent prior to processing or sharing your information. If you or they do not want us to use your personal information in the way we have asked, you must let us know. However, the Data Protection Act tells us when we must share information and in those cases we do not ask you or your parent/carer for consent, for example:

- To protect you or another child, an adult at risk of harm or a member of the public.
- Where it is needed to stop and/or discover a crime.
- Required by court or law

The information collected will also be shared when appropriate with:

- Child Health Information Service (CHIS)
  - School Nursing Service
  - School immunisation Providers
- University Hospitals NHS Trust Orthoptic Team



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- Families with a Future Programme
- Youth Support Services (Careers South West)
  - Once pupils reach the age of 13 we pass their information to our local authority provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.
  - We also share information with this service about pupils aged 16+ under the same legislation.
- Children, Young People & Family Service
- Schools that you attend after leaving us
- Our local authority

Where we need to share sensitive or confidential information such as medical details to other people, we will do so only with your or your parent/carer's clear and definite consent or where the law tells us we have to. We may share information when it is needed to keep someone safe.

## **Withdrawal of consent**

Where we are processing personal data with your or your parent/carer's consent, you or they have the right to take back that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office.

We do **not** share information about you with anyone without consent unless the law and our policies allow us to do so.

We will only ever share information if we are happy that our partners or suppliers have enough measures in place to protect your information in the same way that we do.

We will never share your information for marketing purposes.

## **RETENTION PERIODS**

- We will not keep data for longer than we need it. Data will be retained in line with the [Data asset register and retention schedule](#).
- Personal Data will be safely destroyed or deleted when it is no longer needed.

## **YOUR RIGHTS REGARDING YOUR PERSONAL DATA**

Under data protection law, you and your parents have rights in relation to information that we hold about you and them. Your rights are what you are allowed to know about or ask us to do with your personal information.

You have the right:

- To be told about your personal data via Privacy Notices such as this;
- To ask us to see the information about you that we hold;
- To have your personal data corrected, if it is wrong or has information missing;
- To request the deletion or removal of personal data to prevent us from using this. You do not have this right if the law tells us we have to process your personal information;
- To limit our use of your personal data (i.e. letting us store it but not do anything else with it);
- To data portability. We need to be able to provide you with your personal data in a way that is organised and can be read by standard computer programmes when asked;



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- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics (our school will not use your information for marketing purposes);
- Not to be subject to decisions based purely on automated processing.

To make a request under any of your rights please contact the Data Protection Officer.

If you have any questions about the way we are collecting or using your personal data, please speak to the school office or data protection officer.

You can also directly contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## CCTV

We use CCTV in various locations around the Trust site to ensure it remains safe.

- We will follow the ICO's code of practice and their guidance for the use of CCTV.
- We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded.
- Security cameras are clearly visible and accompanied by prominent signs explaining that CCTV is in use.
- Any enquiries about the CCTV system should be directed to Alison Nettleship, Chief Executive Officer.

## LAST UPDATED

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated October 2018.

## CONTACT

If you would like to discuss anything in this privacy notice, please contact: our Data Protection Officer, Liz Easterbrook in writing at Finance, Plymouth City Council, Ballard House, West Hoe Road, Plymouth, PL1 3BJ, by telephone on 01752 398380 or by email at [dataprotectionofficer@plymouth.gov.uk](mailto:dataprotectionofficer@plymouth.gov.uk)