

Privacy Notice for Pupils

It is important that you understand how and why we collect personal information about you and what we do with that information. You also need to know the decisions that you can make about your own information and how important it is to keep your personal information safe.

Why do we collect and use information about you?

We use the pupil data:

- to support your learning and monitor and report on your progress;
- to help make sure you are safe and happy at school and at home;
- to make sure we are doing our best for you and make sure we are doing a good job;
- to make sure we are keeping within the law for sharing information about you.

The type of information that we collect, hold and share about you include:

- Your name, date and place of birth, your address and telephone numbers
- What country you come from and which languages you speak
- The number of times you are away from school and why
- How you are doing at school and the results of your tests and also your achievements
- Information about your health and anything that affects how well you feel
- If you need help at school in class or to get around
- How you behave and if we have to take measures to help you change your behaviour especially if we have to make you stay away from school for unacceptable behaviour.

The lawful basis for which we use this information

The lawful basis on which we collect and use pupil information is:

- In order to carry out our *public interest* duties from Article 6 from the GDPR – May 2018
- To carry out the *obligations of* and *legitimate interests* of the school under Article 9 from the GDPR – May 2018

Collecting pupil information

Most of the information we are given and hold about you we have to have by law. Some of it, however, is given to us voluntarily. We will always tell you what information you have to give us or if you have a choice to give it or not.

Storing pupil data

We keep the information we have about you for seven years after you leave this school or 25 years from the day you were born. Information about any special help you have in school is kept for a minimum of 35 years. If you have any problems at school or home that may have caused you harm or distress during the time you are in this school, then details about this are never thrown away.

Who do we share pupil information with?

We often share information about you with:

- Schools/academies/colleges/universities that you may attend after leaving us;
- our local authority and the Government Department of Education;
- the Standards and Testing Agency (SATs) and companies that hold and store your school assessment results;
- companies that we use in school for texting and paying for meals and services;
- the NHS School Nurses and other professional people you might see to help you;
- IT companies who provide the IT programmes you use to help with your learning.

Why we share pupil information

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

We have to share your data with the Department for Education (DfE) and the Local Authority and the National Pupil Database by law as we could not run this school without doing so.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

If you want to ask any questions or see the information we have about you, then you need to ask Mrs. Clough, the Headteacher. You will need to give her a reason why you want to see the information.