



# Privacy Notice for Pupils

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You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about **pupils at our school**.

We, St Mary & St John CEVA Primary School, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Mrs Rachel Wheatley (see 'Contact us' below).

## **The personal data we hold:**

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too – such as other schools, the local council and the government. Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Details of any behaviour issues or exclusions
- Information about your characteristics, like your ethnic background or any special educational needs
- Information about any medical conditions you have, including both physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- Data about use of the school's information and communications system

We may also hold data about students/pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

## **Why we use this data:**

We use the data listed above to:

- Support student/pupil learning
- Monitor and report on student/pupil progress
- Provide appropriate pastoral care
- Protect student/pupil welfare
- Track how well the school as a whole is performing
- Get in touch with you and your parents or carers when we need to
- Look after your wellbeing

### **Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in. You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by emailing the school office on [Office@northluffenham.rutland.sch.uk](mailto:Office@northluffenham.rutland.sch.uk)

### **Use of your personal data in automated decision making and profiling**

We do not currently put pupils' personal data through any automated decision making or profiling process. This means we do not make decisions about you using only computers without any human involvement. If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

### **Our lawful basis for using this data:**

We will only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests).

Where you've provided us with consent to use your information, you may take back this consent at any time. We'll make this clear when requesting your consent and explain how you'd go about withdrawing consent if you want to.

### **Our basis for using special category data**

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have got your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest
- For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:
- We have got your consent to use it in a specific way

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

### **Collecting this information:**

While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we want to collect information from a Pupil or their Parent/Carer, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Registration and admission forms
- Local councils
- Via Common Transfer File or secure file transfer from a previous school
- Government departments or agencies
- Police forces, courts or tribunals

### **How we store this data:**

We keep personal information about you while you are attending our school. We may also keep it beyond your attendance at our school if this is necessary in order to comply with our legal obligations. Our retention schedule sets out how long we keep information about pupils.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We'll dispose of your personal data securely when we no longer need it.

### **Data sharing:**

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

Where it's legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- *Our Local Authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions and to ensure that it can carry out its statutory duties.*
- *Schools our pupils are moving to – to help us support our pupils who are moving to another school by easing the transition process.*
- *The Department for Education – to meet our legal obligations to share certain information with it.*
- *Government departments or agencies*
- *Our youth support services provider*
- *Our regulator, Ofsted and Peterborough Diocese: Schools Inspection of Anglican and Methodist Schools*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for:*
  - *Abm Catering Ltd*

- *LEAMIS*

- *Survey and research organisations – to help us fulfil our public task.*
- *Health authorities – to meet our legal obligation to keep our pupils safe.*
- *Health and social welfare organisations – to meet our legal obligation and to protect the pupils.*
- *Professional advisers and consultants – to help us fulfil our public task.*
- *Charities and voluntary organisations – to help us fulfil our public task and to protect the pupils.*
- *Police forces, courts or tribunals – to meet our legal obligations to share information with them.*
- *Professional bodies*

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with Data Protection Law.

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education (a government department) as part of data collections such as the school census and early years' census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

### **How to access personal information that we hold about you:**

Pupils have a right to make a 'Subject Access Request' to gain access to personal information that we hold about you (if the data subject is over 12 years old)

Parents / carers will usually be expected to make a request with respect to their child's data where the child's age (usually under the age of 12) or Special Needs means the child is not mature enough to understand their rights over their own data, or alternatively where the child has provided consent for them to make the request.

If a valid subject access request is made, and if we do hold data about the pupil, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

- Give you a copy of the information in an understandable form

Individuals also have the right for their personal information to be shared with another organisation in certain circumstances.

Parents/carers also have a legal right to access to their child's Educational Record. To request access, please contact the School Business Manager on [Rachel.wheatley@northluffenham.rutland.sch.uk](mailto:Rachel.wheatley@northluffenham.rutland.sch.uk)

### **Other rights regarding your data**

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know first.

To make a complaint, please contact the School Business Manager on [Rachel.wheatley@northluffenham.rutland.sch.uk](mailto:Rachel.wheatley@northluffenham.rutland.sch.uk)

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us:

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

The School Business Manager on [Rachel.wheatley@northluffenham.rutland.sch.uk](mailto:Rachel.wheatley@northluffenham.rutland.sch.uk)

*This notice is based on 'The Key' Data Protection: model privacy notice for Pupils, amended to reflect the way we use data in this school.*