



Privacy Notice - Pupils

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

The categories of pupil information that we collect, hold and share include but are not limited to:

- Personal information (such as name, date of birth, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant health/medical information (such as allergies, immunisations and regular medication)
- Special Educational Needs (SEN) information (such as Educational Health Care Plans (EHCP) and Annual Reviews)
- Behavioural and exclusion information
- Photographs and CCTV images

We collect and use this information, but not exclusively, for:

- supporting pupil learning
- monitoring and reporting on pupil progress
- providing appropriate pastoral care
- assessing the quality of our services
- complying with the law regarding data sharing

- securing additional funding for school from the Local Authority
- ensuring the safety and wellbeing of our pupils
- contacting parents regarding school events

Data and Third Parties

In school we use various third party tools. We record details about progress, attainment and pupil development to support future planning and learning. This data can be used to monitor school effectiveness, the impact of intervention and learning styles across groups of pupils as well as individual children. We may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the School properly. We might need to share pupil information with them if this is relevant to their work.

We use pieces of software to track progress and attainment, monitor pastoral needs and financial software to manage school budgets and enable parents to make electronic payments.

The lawful basis on which we use this information

We must make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that data with another organisation or individual we must have a legal basis to do so. The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR. The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information. We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care. Data we collect must be kept accurate.

Your rights

You have the right to:

- Request access to your data
- Request to have your data rectified (under certain circumstances)
- Request to have data erased (under certain circumstances)

Please see our Subject Access Request (SAR), Right to Rectification and Right to Erasure processes and protocols on our website.

For more information regarding Data Protection and relevant policies, please see our General Data Protection Regulation (GDPR) Policy on our website.

Contacts

If you have any enquiries in relation to this privacy notice, please contact the Headteacher.

Our Data Protection Officer is J. A. Walker, Solicitor info@jawalker.co.uk