



St Gilbert of Sempringham Church of England Primary School and Nursery

SCHOOL and NURSERY POLICY For

Privacy Notice for Pupils 2018/9

Owner/Policy Lead Officer:		Headteacher
Responsible Officer:		Administrator
Consultation:		SLT, Governing Body
Review Arrangements:		3 yearly
Adopted	May 2018	
Amended		

Review Date: **May 2021**

ST GILBERT OF SEMPRINGHAM CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY

West Road, Pointon, Sleaford, Lincolnshire, NG34 0NA

Headteacher: Mrs Emma Hunt

Administrator: Mrs Zoe Durbridge-Freeman

Telephone/Fax: 01529 240465

E-mail: admin@pointon.lincs.sch.uk



12 October 2018

Privacy notice for pupils

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 you.

We:

St.Gilbert of Sempringham Church of England Primary School and Nursery

West Road

Pointon

Sleaford

Lincolnshire

NG34 0NA

are the 'data controller' for the purposes of data protection law. Our data protection officer is Mr Joe Lee (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 – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behavior issues or exclusions
- Photographs

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in class or tests and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing and keep you safe

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)



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Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent. Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law. Our Data Protection Policy section 11, explains how long we must keep (retain) information about pupils.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions, to claim Early Years Funding and approve the risk assessments for school trips.
- Our School Management System (we use Scholarpack) who are supply the on line system on which pupil data e.g. admissions, contacts, history, test results are stored and from which we upload data to the local authority and Department for Education.
- The Department for Education (a government department)
- Your family and representatives, so they know how you are doing at school
- Educators and examining bodies, so they can mark your tests
- Our regulator (the organisation or "watchdog" that supervises us) who are called Ofsted, so they can check we are giving you the best education we can
- Suppliers and service providers – so that they can provide the services we have contracted them for, like hot school meals from Ideal or Cool Milk
- Financial organisations, so your families can pay for your trips and clubs on line
- Central and local government for school census
- Survey and research organisations, who can help us improve your learning
- Health authorities, to keep you well and look after you
- Health and social welfare organisations to support us to look after you



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- Professional advisers and consultants who we may ask to help us with some advice about things you find tricky
- Charities and voluntary organisations who may help support the school e.g. The NSPCC
- Police forces, courts, tribunals if we need to help keep you safe in the eyes of the law
- Professional bodies whose advice we may seek to improve our teaching of you
- On Line services such as Mathletics who we use to support learning
- Ark ICT who are our IT provider and supply your passwords and log ons so you can learn ICT and have supervised access to the internet in school
- Clubs and Sporting bodies e.g. Evolve Sport (out coaching team) and Clubs for Schools (e.g. Cheerleading) who support sports provision in the school

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school 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 which 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.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law. For example, if you moved schools to live abroad.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean. If we do hold information about you, 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 or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information



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You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong. You can make a complaint at any time by contacting our data protection officer. You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- 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, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**. Our DPO is Mr Joe Lee and can be contacted at:

Ark ICT Solutions Ltd,

Unit 6 Venture Court,

Pinchbeck,

Spalding,

Lincolnshire,

PE11 3BG

Telephone: 01775 720252

The DPO cannot hold a position that requires them to determine the purpose and means of processing personal data, for example, the Head Teacher, head of human resources, or head of information technology.

