



Privacy Notice: Pupils

Updated December 2021

You have the right to know about how our school uses any personal information that we hold about you. Therefore, we have written this 'privacy notice', which explains how we collect, store and use personal data (information) about you.

Our data protection officer is Mrs Hill.

The personal data we hold

We hold some personal data about you to make sure we can help you learn and to 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 behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

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

- get in touch with you and your parents or carers when we need to;
- look after your wellbeing;
- check how you're doing in your school work and whether you or your teachers need any extra help;
- track how well the school as a whole is performing;
- to keep children safe (including medical information and emergency contacts);
- to meet the statutory duties placed upon us for Department for Education data collections.

Our legal reason for using this data

We will only collect and use your information when the law says we can. Most often, we will use your information where:

- we need to obey the law, including the UK General Data Protection Regulation;
- we need to use it to provide you with an education.

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 get 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 the permission.

Some of the reasons listed above for collecting and using your information overlap, and there may be several reasons 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 information. We will always tell you if it is 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 and for one year after your year group has officially left the school as outlined in our [Data Protection Policy](#). We may also keep it for longer if the law says we must.

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:

- Worcestershire County Council
- The Department for Education
- Your parents or carers
- Diocese of Worcester
- Ofsted
- Suppliers and service providers
- Financial organisations
- Schools that you move on to
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

Department for Education

We are required by regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013 to provide information about you to the Department for Education (a government department) as part of data collections, such as the school census. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

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.

Youth support services

Once you reach the age of 13, we are legally required under section 507B of the Education Act 1996 to pass on certain information about you to the youth support services provider as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers. Any information is transferred securely, including the use of restricted OneDrive sharing.

Your rights

How to access personal information we hold about you

Under the UK General Data Protection Regulation (GDPR), parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, you can make a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean. A parent can make a subject access request too.

If you want to make a request, please contact our [Data Protection Officer](#).

You also have the right to:

- to ask us for access to information about you that we hold;
- to have your personal data corrected, deleted or destroyed if it is wrong;
- request that personal data is deleted or removed where there is no compelling reason for its continued processing;
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing);
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics;
- say that that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person).

Where we are processing your personal data with your consent, you have the right to withdraw 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 [Data Protection Officer](#).

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 concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

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

- 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](#).

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 **December 2021**.

