

School Privacy Notice for Pupils

The schools within our Trust need to use information about you to ensure that you are accessing high quality education so that you can do your very best and to keep you safe and secure.

The information we hold is kept very safe. Your parents/carers may want to know what we do with the information and they can ask your teacher or speak to the School Office.

Our Trust has a person we call our Data Protection Officer and they can also answer any questions your parents/carers may have about your information we hold.

From when you join our school to when you leave, we will gather, use and process information about you for various purposes. This information is known as 'personal' or 'special' category data. The table below tells you what we hold.

We get this information from your parents/carers, from you directly, from your teachers and other staff, and from other people and organisations like doctors, and we may need to continue to hold some information about you even after you have left the school. Sometimes we need permission to use your information which we get from your parents/carers before we do use it. This includes the use of any images, i.e. photos or videos which we may display in and around school, in newsletters, on our website and sometimes on social media.

Personal Data	Special Data
Name and address	Racial or Ethnic Origin
Contact telephone numbers	Religious Beliefs
Contact Email for your parents/carers	Special Educational Needs and Disability information (including needs and ranking)
Date of Birth	Medical and health information
Nationality	Dietary information
Country of Birth	Information to keep you safe
Language(s)	Sexual Orientation
Identification documents	
Unique Pupil Number	
Details of previous/future schools	
Eligibility for free school meals	
Photos and/or videos, including CCTV	
Attendance and behaviour information	
Assessment information	

We use your information for lots of reasons, because the school has to function and to comply with the law. Other reasons for using your information include:

- a) to support your learning and ensure that you are receiving the best possible education
- b) to make sure you get the support you need such as any educational, health, medical, social or disability needs you may have
- c) to make sure you are treated fairly and equally
- d) to keep you safe and secure
- e) to make sure we can deal with any emergencies involving you both inside or whilst on a school trip
- f) to celebrate your achievements
- g) to provide your parents/carers with information about how you are doing including progress reports and other information.

We will ask your parents/carers for their permission at the start of the new school year or when you join our school to get their consent to take your photo or to allow you to be in school videos which we may use for our school website, for promotion and celebration on our school social media platforms, or for our school newsletter and promotional flyers. But we always check with your parents/carers before we do this. Your parents/carers can refuse to give this permission and where they have done so we will ensure that your image is not used.

Sometimes we need to use your 'special' data to share with other authorities such as health and social care purposes as there is a specific interest in doing so. This makes sure you are being treated equally and fairly and sometimes this may involve using your information to protect your vital interests (such as in an emergency or medical reasons); or for a legal claim and where your parents/carers are unable to provide consent. This is to protect you and keep you safe.

Use of your personal data for marketing purposes

Where parents/carers have given us consent to do so, we may send them marketing information promoting school events, activities, trips and charitable fundraising events that may be of interest to them.

Collecting your information

Our school will information about you from your parents/carers at the start of each school year. We may also hold data about you from:

- Local Authorities
- Government departments and agencies.
- The Police and other law-enforcement agencies.

Who we share your information with

We may share information about you with:

- Other schools or educational institutions you may attend.
- The local authority – to meet our legal obligations and to maintain your education and to keep you safe including if you have received a suspension or exclusion from our school.
- Government departments and agencies as required by law.
- Other contractors who are providing an effective service to the school – catering, clubs and trips, external tutors, counselling services, special educational, health and medical support.

Why we routinely share your information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so. It is important that only people who need to use your information can see it.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, altered or given to anyone who shouldn't have it and we will dispose of your information securely when we no longer need it.

Transferring data internationally

We may share personal information about you with the following international third parties, where different data protection legislation applies:

- Other schools or educational establishments.
- Government departments or agencies.
- Security organisations.
- App or cloud server providers.

How to access personal information that we hold about you

Your parents/carers have the right to ask to see what information we hold about you and they can do this by contacting the Headteacher or the Data Protection Officer at the Trust. Your parents/carers also have the right to:

- Have your data amended if this is wrong or incomplete.
- Request that information is deleted or removed where there is no reason for us to keep it.
- Ask us to stop doing certain things with your information.
- Object what we are doing with your information.
- In some cases, claim against the school where you have suffered as a result of the school breaching your data protection rights.

Concerns

If you have any concerns about how we use any of your information, speak to parents/carers or your teacher first. If your parents/carers are concerned about how we are using your personal data, they should raise their concern with the Headteacher in the first instance or directly to the Information Commissioner's Office: <https://ico.org.uk/make-a-complaint/>

Contact

If you would like to discuss anything in this privacy notice, please contact: your Headteacher or Jill Wilkinson, Data Protection Officer for Transform Trust (Unit 11, Castlebridge Office Village, Kirtley Drive, Nottingham, NG7 1LD). Telephone: 0115 9825090 or email: dataprotection@transformtrust.co.uk