

## Pupil Privacy Notice for Parents and Pupils over 12 years

### **Why are we giving this to you?**

At nursery, school or sixth form we need to use personal information about you/your child and are legally obliged to keep it safe and secure. This form tells you what information we use about you (or your child) and why we use it. It is very important that information about you (or your child) is kept safe. We explain below how we keep your (your child's) information safe.

If you want to know anything about what we do with information about you/your child then please ask a teacher. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer at the school. They can answer any questions you have about what the school does with your information. If you or your parents/guardian want to speak to them, then you can contact them via [DPO@sast.org.uk](mailto:DPO@sast.org.uk) or by telephone on 01935 811066. The Data Protection Officer is Bella Byrne.

### **Policy Statement**

We are the Sherborne Area Schools Trust. During your/your child's time with us, we will use information that we gather in relation to you/your child for various purposes as part of providing an education service. Information that we hold in relation to you is known as "**personal data**". This will include data that we receive from you directly and data about you which we obtain from other people and organisations. We may also need to continue to hold your/your child's personal data for a period of time after you have left the school. Anything that we do with your personal data is known as "**data processing**".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your/parental rights in relation to the personal data processed by us.

### **What information do we use about you?**

We will collect, hold, share and otherwise use the following types of information about you:

- personal identifiers and contacts (such as a photo, name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information
- special educational needs information (if applicable)
- medical and administration information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance information from this school and previous schools
- assessment and attainment information (such as SATs results and other test results)
- behavioural information (about how you behave in school)
- information needed for trips, visits
- in some cases, biometric data (a digital thumb code to pay for meals)

## **Where do we get this information from?**

We get this information from:

- You
- Your parents/guardians
- Teachers and other staff
- People from other organisations, like a previous school, doctors or the local authority for example

## **Why do we use this information?**

We use this information for lots of reasons, including:

- To make sure that we give you/your child an excellent education and to support you/your child through this
- To support teaching staff in developing their own skills and understanding and deliver a high quality educational experience
- To make sure that we are able to address and support any educational, health or social needs you/your child may have
- To make sure everyone is treated fairly and equally
- To keep you/your child and everyone at the school safe and secure
- To deal with emergencies involving you/your child
- To celebrate your/your child's achievements
- To provide reports and additional information to you/your parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

Sometimes we need permission to use your/your child's information. This includes if we take pictures or videos of you to be used on our website or in the newspaper or if we use your biometric data (from a scan of your thumb). Before we do these things we will ask you or if necessary your parent/carer for permission.

Sometimes we don't ask for your permission because we have permission to process the information under data protection law such as the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act 2018. These laws provide reasons (lawful bases) why we can rely on processing personal information without asking for your consent. The reasons we are able to process personal data without consent are because of:

- our legal obligations as part of properly running the school
- our legal obligation to protect the health and welfare of our pupils (your vital interests)
- carrying out the public task or official authority of being a school

## **Special Category Data is super-private**

Under data protection law, some information is considered super-private. It's called "Special Category personal data". This includes information about your/your child's racial or ethnic origin, political opinions, religious or philosophical beliefs, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation. We can't use any of this without your/your parent's consent. We will only use this information where you have given us permission to do so although very occasionally we may also have to share it without consent to protect your health and welfare; for safeguarding reasons, for example.

## **Why do we use Special Category personal data?**

We may need to use the information about you which is "special" (mentioned above) where there is a specific reason to do so for example to protect your health and welfare, to identify you in school (using your thumbprint to pay for cafeteria food for example) or to provide you with equal opportunities and treatment.

## **How long will we hold information about you?**

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school.

## **Who will we share pupil information with?**

We may share information about you with:

- Other schools or educational institutions or Local Authorities that you may attend or require support from to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding
- The Department for Education and or Education & Skills Funding Agency as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors

## **Keeping this information safe**

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- Secure login access to your data held on the school's information database (SIMS or Progresso)
- Transferring electronic pupil data files outside of school in an encrypted form
- Occasionally sending personal information in paper form in the post only by recorded delivery
- Keeping paper copies of data locked away

- Staff training to ensure awareness of their responsibilities to protect your data and ensure it is always kept secure.

### **Your rights in relation to your information**

You can ask to see the information we hold about you at any time. If you wish to do this you should contact your Headteacher or the Trust's Data Protection Officer.

You also have the right to:

- Object to what we are doing with your/your child's information
- Have inaccurate or incomplete information about you/your child amended
- Ask us to stop doing certain things with your/your child's information in some cases
- Ask that decisions about you/your child are not made using automatic systems
- Claim against the school in certain circumstances where you/your child has suffered as a result of the school or Trust breaching your data protection rights

If you feel it necessary to do any of the above, please speak with your Headteacher in the first instance. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

### **Concerns**

If you are concerned about how we are using your personal data then you can speak with either your Headteacher, or Bella Byrne, SAST Data Protection Officer. If necessary you or your parent/carer can contact the regulatory authority for data protection which is the Information Commissioner's Office (ICO). The ICO offers lots of helpful information about data protection and can be contacted via the website – [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/).