



GENERAL DATA PROTECTION REGULATION (GDPR): PRIVACY NOTICE FOR PUPILS (HOW WE USE YOUR INFORMATION)

You have the legal right to be informed about how our school uses any personal information we hold about you.

To do 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.

Our Data Protection Lead is the School Business Manager.

THE INFORMATION THAT WE COLLECT, HOLD AND SHARE ABOUT YOU:

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reason, we get information about you from some other places too – like other schools, the local council and the government.

The information we collect, hold and share includes

- Personal information about you like your name, address and contact details
- You test results
- Your attendance records
- Your characteristics like your ethnic background, the language you speak at home, your nationality
- Any medical conditions you may have
- Photographs and CCTV
- Information about your behaviour
- Any special educational needs you may have

THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION

Cyril Jackson Primary School holds the legal right to collect and use personal data relating to you and your family, and we may also receive information about you from your previous school, LA and/or the DfE.

We collect and use personal data in order to meet legal requirement and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013

WHY WE COLLECT AND USE YOUR INFORMATION

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

- get in touch with your parents when we need to
- to support your learning
- to see how well the school as a whole is performing
- to look after your wellbeing
- to keep you safe

COLLECTING PUPIL 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 whether you are required to provide the information to us or if you have a choice in this.



HOW LONG IS YOUR DATA STORED FOR?

We keep information about you while you are attending our school. We may also keep it after you have left the school if this is necessary in order to comply with our legal obligations. Our Record Retention Schedule sets out how long we keep information about pupils and this can be obtained from the school's website or the school office.

WHO DO WE SHARE YOUR INFORMATION WITH?

We routinely share your information with:

- the schools that the you attend after leaving us
- our local authority
- the Department for Education (DfE)
- the NHS
- the school nurse
- volunteers contributing to pupils' academic attainment

WHY DO WE 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.

When it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with the people including the ones we listed above.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

THE NATIONAL PUPIL DATABASE (NPD)

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

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 and how they will keep it confidential.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

You can find out more information about the department's data sharing process, please on their webpage: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection law, you and your parents have the right to request access to the information we hold about you. To make a request for your personal information, contact the School Business Manager, Data Protection Lead at the school or on 02079873737.

WHAT ARE YOUR OTHER RIGHTS?

You also have the right to:

- object to processing of your personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data corrected, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

CONTACT

If you would like to discuss anything in this privacy notice, please contact our Data Protection Lead: the School Business Manager