



# Pupil Privacy Notice

Information (or 'data') about you is valuable, and needs to be protected to ensure it does not end up with someone who is not authorised to have access to it, and who might be able to exploit their access to your information.

You can expect the school to protect your data and this document sets out how we do that and what rights you have in respect of information we hold about you.

## Why do we need to hold data about you?

- By law we have an obligation to process (i.e. collect, use, store and dispose of) your data to meet the requirements of:
  - The Education Act 1996
  - The Education (Information About Individual Pupils) Regulations 2013
  - The School Admissions Code
  - Keeping Children Safe in Education legislation
- and we need to process your data to support your education and to protect you whilst you are attending our school.

We use information about you to:

- Monitor and support your progress at school
- Provide pastoral support i.e. to look after your welfare and wellbeing at school
- Report on your achievements and progress to your parents and others who have a right to know
- Monitor how the school is performing so that we can continuously improve what we do and how we do it
- Meet any other legal obligations for data sharing we have

## What types of information do we hold about you and how do we use it?

Information about you which we routinely collect and store (and share with others when required or appropriate) are:

- Basic information about you – your name, date of birth, photograph, address and contact details for your parents or guardians. This includes some data which we or others create such as your admission number and unique pupil and learner numbers. We need this data so we can communicate with your parents or external agencies when we need to and ensure that we are talking about the right pupil

- Personal characteristics such as your ethnicity, home language, nationality and whether you are eligible for any financial support for free school meals now or in the past 6 years, you are in care or adopted or you have a parent in the armed forces
- Results of any external or internal assessments such as Key Stage 2 results, GCSE results, mock exam results and internal assessments made by teachers. These are used to monitor your academic performance and make sure you achieve the best possible results.
- Attendance information including the number of, and reasons for, any absences. We are legally required to keep this information and to share it with the Local Authority and Department for Education (DfE)
- Behaviour information so we can address any issues and help you do your best in school. If you are excluded from school this information has to be shared with the DfE and the local authority.
- Medical information so we know what to do if you feel unwell at school due to an existing medical issue
- Special educational needs and disability information so we can help support you in school
- CCTV images from around the school which are used for the purposes of crime prevention and the management of safety and security for pupils, staff, visitors, and the public.

### **How will we collect your data, where do we keep it and where and when do we destroy it?**

Most of the basic information about you is collected on your admission to school when we ask your parents to complete some forms which tell us everything we need to know at that stage. We are legally obliged to request most of this information but some is provided voluntarily and we explain why we are collecting this additional information on the forms. We also ask your parents for additional permissions such as using your photograph for publicity purposes and keeping in contact with them through our newsletter for example. This permission can be withdrawn at any time and if you are 14 or older you can tell us to change these permissions if you wish.

Each year we ask your parents to update the basic details we hold about you so we know these are still current.

If we need to collect any further information about you this will only be done with your permission and we will explain why we need that information and what we will do with it at the time. This might be for a trip or specific activity for example.

Much of the information given to us on admission is transferred to our main administration computer system and held securely on our computer network. Only staff who need to access your information can do so. Any paper records are also held securely.

We have specific guidelines about how long we retain your information for and you can request a copy of these if you wish but when you reach the age of 25 all data we hold about you in school is deleted and paper records disposed of securely. During your time in school any paper records containing your personal data which are no longer required are shredded.

### **Will my data be given to anyone outside of school?**

In some circumstances we share information about you with other organisations. Sometimes this is because we are required by law to do so, sometimes it is to ensure that you get the best education and sometimes we will ask for your (or your parent's) permission to do so.

Organisations that we routinely share data with are:

- The DfE who carry out regular data collections so they know which pupils are attending Cirencester Deer Park school and how well they are attending. They also collect and process your external exam results. This information is recorded in a National Pupil Database (NPD). The DfE may share data from the NPD with other organisations who are:
  - Carrying out analysis, producing statistics and conducting research into patterns and trends
  - Providing information, advice or guidance

The DfE has robust data protection processes in place to protect your data. More information about how the DfE process your data is available here <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

- Our local authority, Gloucestershire County Council so they can monitor pupil attendance
- Leaders of our Multi Academy Trust so they can monitor our performance
- Other schools and colleges that you will attend after leaving Cirencester Deer Park so they know about your school career so far
- The National Health Service school welfare services so they can provide medical services and inoculations
- Youth support services who need information about you once you are 13 as they have a responsibility to monitor the education of 13-19 year olds. You can ask us to only provide very basic information to this service if you wish.
- Software providers:
  - where they need this to set up you (or your parents) with login details for online systems which you or they will need to use during your time in school (such as online payments, parents evening bookings, homework system and curriculum and revision materials), or
  - where we use online systems to help manage the school (such as our absence alert system, text messaging system)

We ensure that these providers have robust data protection arrangements and only provide them with the minimum amount of information they need for you to use the application.

- Companies who organise trips and visits that you are participating in.

- Other educational service providers such as Educational Psychologists and Counsellors but only if you need to access these services
- The Police, social services and safeguarding professionals if we are concerned about your safety and wellbeing outside school
- Exam boards so you can be entered for external exams

When we are voluntarily sharing your data with anyone outside school we have to have a legal agreement in place with them which includes them committing to handle your data securely while they need it and to dispose of it securely as soon as they do not need it any longer.

### **What if I want to know what data the school holds on me or have concerns about my data?**

You and your parents have a legal right to request access to all the data that we hold about you (or them). This is called a 'subject access request' and requests need to be made in writing to the Data Controller at school.

You also have the right to:

- Object to us processing any of your data if it is causing you distress (or is likely to do so)
- Have any incorrect personal data corrected or destroyed
- Prevent us processing your data for the purposes of marketing things to you or your parents (although we do not do this)
- Prevent us allowing automated systems to make decisions about you or your education without a member of staff being involved (we do not do this either)
- Ask us for compensation if we breach any statutory Data Protection regulations

### **Who looks after my data in school?**

Most members of staff process data in their daily work but they can only access data that is necessary for them to do their jobs. All staff are aware of their obligations to keep personal data secure and the school has a Data Protection Policy which you can request a copy of if you wish to know more.

The school has a **Data Controller** who is responsible for overall data protection in the school. This is Martin Doidge, Finance Director and he should be contacted in the first instance if you have any concerns about how we are processing your data.

The school also has an external **Data Protection Officer** (Carol Dougill) who makes regular checks to ensure we are complying with current data protection legislation and best practice.

The school is registered with the **Information Commissioner's Office** and if there were a significant data breach (i.e. the accidental or unlawful disclosure, alteration, loss or destruction of your personal data) we have to report this to them and we can be fined.

If you have any questions or concerns about the way we are collecting or using your personal data please contact the Data Controller named above.