



Sacred Heart R.C. Primary School



Privacy notice for PUPILS - use of your personal data

What's this about?

A new law is being made that keeps your information safe - things like your name and address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons and the new law tells them exactly what they can do with your information. When we collect some information about our pupils, like you. It is our job to tell you how we will collect the information, how we will record it and how we will use it.

Who looks after your information?

The school must look after the information we collect about you. Sometimes the school has to give your information to other people, such as the government, but it will only give away your information when you say it is ok or when the law says that they must. When your data is given to someone else, they must look after it and keep it safe.

Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. When we have collected it, here's how we use it:

- ✚ to get in touch with you and your parents when we need to;
- ✚ to support your learning;
- ✚ to monitor and report on your progress;
- ✚ to provide appropriate care and support;
- ✚ to protect your welfare and follow safeguarding procedures;
- ✚ to assess the quality of our service;
- ✚ to comply with the law regarding data sharing.

What information do we collect?

The categories of information that the school collects, holds and shares include the following:

- ✚ your name and address;
- ✚ information about you, like which country you are from and what language you speak;
- ✚ we will also record how many times you missed school and why you couldn't come to school;
- ✚ your test results when you sit a big test or exam;
- ✚ information about any times you've been poorly and any other illnesses you may have that we need to know about to keep you safe;

- ✚ we collect information that helps us teach you better, such as any special educational needs you may have;
- ✚ we record any incidents that have happened during school time, like fights, the number of times you've been excluded and why.

Photos

Using photographs of you counts as processing your personal data. Before we take or use any photographs we will ask you (if you're old enough) or a parent to give permission for us to take and use pictures of you. We might use your pictures on display boards or on the school's website, for example.

Do you have to give us your information?

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have it or not. When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice.

How long will we keep your information?

We don't keep your information forever, only for as long as we need it to help us do the thing we needed it for. We have a policy that tells us when to keep it and when to bin it.

Will your information be shared?

We won't share your information with anyone else without your permission, unless the law says we can or should. If you want to know who we share information with please ask.

What are your rights?

You and your parents have the right to:

- ✚ be told how we use your information;
- ✚ ask to see the information we hold;
- ✚ ask us to change information you think is wrong;
- ✚ ask us to remove information when it's not needed anymore;
- ✚ ask us to only use your information in certain ways.

GATESHEAD DPO ADVISES ONLY TO SHARE THE FOLLOWING INFORMATION IF SPECIFICALLY ASKED.

Appendix 1

We may share information with:

- + the Local Authority - to meet our legal obligations to share
- + certain information with it, such as safeguarding concerns and exclusions
- + the Department for Education
- + your family
- + our regulator, e.g. Ofsted
- + central and local government, e.g. statutory returns
- + our auditors, e.g. number of pupils eligible for Free School Meals
- + survey and research organisations (anonymised data)
- + Fischer Family Trust
- + suppliers and service providers - to enable them to provide the services we have contracted them for:
 - ❖ Evolve (school trips);
 - ❖ Breakfast and After School Clubs;
 - ❖ Schools Sport Partnership;
 - ❖ Community Sport Foundation;
 - ❖ school Photographer;
 - ❖ the NHS;
 - ❖ health authorities, e.g. safeguarding concerns;
 - ❖ health and social welfare organisations, e.g. safeguarding concerns;
 - ❖ professional advisers and consultants, e.g. safeguarding concerns;
 - ❖ charities and voluntary organisations, e.g. when making bids for grants or applying for funding for subsidising school trips;
 - ❖ police forces, courts, tribunals, e.g. a legal requirement;
 - ❖ pupils' destinations upon leaving the school.

Sometimes we must share your information. We normally have to share it with the people in charge of other schools, the Department for Education (DfE). They may ask us to share things like:

- pupils on roll at the school;
- attendance figures;
- performance data.

They store some of their information in the National Pupil Database and then share some of it with people looking to help schools and pupils like you. But don't worry, the database is very safe and your information won't get lost or given to anyone who shouldn't have it.

Your parents can ask us to only share your name, address and date of birth and nothing else, by sending a letter to the school office. When you're 16, it's up to you to decide what information you want to share.

