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## Parent/Pupil Privacy Notice

As a school, we need to use information about your child. We do this for a number of reasons. This form tells you what information we use about your child and why we use it. It is very important that the information about your child is kept safe. We explain below how we keep this information safe :

### Policy Statement

During your child's time here, we will use information that we gather in relation to your child for various purposes. Information that we hold in relation to your child is known as '*personal data*'. This will include data that we obtain from you directly and data about your child which we obtain from other people and organisations. We might also need to continue to hold your child's personal data for a period of time after your child has left the school. Anything that we do with your child's personal data is known as '*processing*'.

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

### What information do we use about you?

We will collect, hold, share and otherwise use information about your child as listed below :

Name	Telephone/email/contact details	Date of Birth	Address
Assessment information	Details of previous/future schools		Unique pupil number
Behavioural information	Language(s)	Nationality	Country of birth
Eligibility for free school meals	Photographs	Attendance information	

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We will also collect, hold, share and otherwise use some information about you which is 'special category personal data' and will take extra care to make sure that this is kept safe :

Medical/Health information

Dietary requirements

Genetic & biometric data

Racial or ethnic origin

Special educational needs and disability information

Information relating to keeping you safe

Religious beliefs

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

We get this information from :

- Parents/Carers      Any previous schools/nurseries      Local Authorities
- Teachers and other staff      Ofsted      DfE
- People from other organisations, like Doctors or Clinics

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

We use this information for lots of reasons, including :

- Safeguarding
- To make sure that we give your child a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs your child may have
- To make sure everyone is treated fairly and equally
- To keep your child and everyone at the school safe and secure
- To deal with emergencies involving your child
- To celebrate your child's achievements
- To provide reports and additional information to you

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.

When your child joined our school, you were asked to give permission in your child's planner for your child to use the internet in school, for your child's photograph to be used on the website, press articles etc and for walks in the local area.

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The decision you made regarding those permissions will remain in force, whether permissions were granted or not granted. You do, of course, have the right to change them at any time by letting the school know.

How long will we hold information in relation to your child?

We will hold information relating to your child only for as long as necessary, depending on the type of information. When your child changes school, we will usually pass on information to the new school.

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

We may give information to :

- Other schools or educational institutions your child may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes - on rare occasions, there could be an urgent Safeguarding issue which may override GDPR
- The Department for Education, as required by 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 child's information can see it. The school keeps your child's information safe by :

- Keeping files in a locked room
- Ensuring that any information on a computer or pen drive is password protected

### **Your rights in relation to your child's information**

You can ask to see the information we hold about your child. If you wish to do this you should contact the school by any of the above means (see letterhead). Please note, this may take up to 20 days.

