

School Privacy Notice for Pupils

Our school needs to use information about you to ensure that you are accessing high quality education, learning and support to enable you to do your very best.

The information we hold is kept very safe. Should you want to know what we do with the information, please ask your teacher or speak to your parents/carers and ask them to contact the School Office.

In our School, we have a Data Controller who is your Headteacher, and our main Data Processor is the School Business Manager. The Trust also has a Data Protection Officer. Any of these, can answer any questions you may have about what we do with your information.

If you, or your parents/carers, want to speak to them, then they can do this by contacting the school office or by contacting Jill Wilkinson who is the Trust's Data Protection Officer:

dataprotection@transformtrust.co.uk

From the point at which you join our School to when you leave, we will gather, use and process information about you for various purposes. The information we hold is known as 'personal' or 'special category' data. The table below tells you what we hold.

We get this information from your parents/carers, from you directly, from your teachers and other staff, and from other people and organisations like doctors, and we may need to continue to hold some information about you even after you have left the school. Sometimes we need permission to use your information which we get from your parents/carers before we do use it. This includes the use of any images, i.e. photos or videos which we may display in and around school, in newsletters, on our website and sometimes on social media.

Personal Data	Special Data
Name	Racial or Ethnic Origin
Address	Religious Beliefs
Telephone Numbers up to 3 in the event of an emergency	Special Educational Needs and Disability information
Contact Email	Medical and Health information
Date of Birth	Dietary information
Nationality	Safeguarding and child protection information
Country of Birth	Sexual Orientation
Language(s)	
Unique Pupil Number	
Details of previous/future schools	
Eligibility for free school meals	
Images: Photograph and video	
Attendance information	
Behaviour information	

Assessment and attainment information	
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We use your information for lots of reasons and some of which are required by law or we do because we need to so that we can run the school. Whenever, we use your information it is known as 'processing'.

We use your information to:

<ul style="list-style-type: none"> • Make sure you get the best possible education, learning and support throughout your time with us 	<ul style="list-style-type: none"> • Make sure that we are able to access or put in place any additional support you may need to help you with your education, health or social needs
<ul style="list-style-type: none"> • Make sure everyone is treated fairly and equally 	<ul style="list-style-type: none"> • To keep you and everyone at the school safe and secure
<ul style="list-style-type: none"> • To deal with emergencies that you are involved with 	<ul style="list-style-type: none"> • To celebrate your achievements
<ul style="list-style-type: none"> • To provide reports and additional information to your parents/carers 	

We may need to use your information when there is a specific interest to do so. For example, health and social care purposes. There may also be circumstances where we need to use your information in relation to legal claims or to protect your vital interests and where you are unable to provide consent. For example in a serious accident where it is a matter of life or death.

We keep hold of your information for only as long as is necessary and this depends on the type of information. When you change schools, we will pass on your information to your new school.

We share your information with other schools or educational institutions that you may attend. We also share your information with the Local Authority to ensure that they fulfil their responsibility in ensuring that you get a school place and for safeguarding purposes. We also share your information with the Department of Education and the Education Skills Funding Agency as required by law. Sometimes we need to share your information with our contractors or suppliers so that they can provide an effective service to the school, such as school meals, milk, counselling services or additional tuition such as music, sports etc.

If you need more information about how our LA and/or the DfE collect and use your information, please visit:

- our [LA](#) or ***(insert website page for Data Protection for the LA)***
- the DfE website at [Data Protection – how we collect and share research data](#)

If you are unable to access these websites, please contact the LA or the DfE as follows:

Local Authority Derby

Information Governance
Derby City Council
Council House
Corporation St
Derby
DE1 2FS

Email: Information.Governance@derby.gov.uk
Tel: 01332 640763

Local Authority Nottingham

Data Protection Team
Legal Services
Nottingham City Council
Loxley House
Station Street
Nottingham
NG2 3NG

Email: data.protection@nottinghamcity.gov.uk
Tel: 0115 876 3855

Department for Education

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Tel: 0370 000 2288

We keep your information safe and we make sure that only people who need to have a good reason to see it have access.

Your parents/carers can request to see the information we hold about you, and your parents/carers can also:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Complain to the Information Commissioner's Office where you have suffered as a result of the school breaching your data protection rights.

Concerns

If you are concerned about how we are using your personal data, then you can speak with your teacher or if necessary your parent/carer can contact the Information Commissioner's Office:

<https://ico.org.uk/make-a-complaint/>