

Pupil Privacy Notice

Why are we giving this to you?

As your school we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe. The law says we must look after your information properly. The main law is called the Data Protection Act 2018.

If you want to know anything about what we do with information about you then please ask your teacher or speak to your parents/carers and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer at the school. They can answer any questions you have about what the school does with your information. If you or your [parents/guardian] want to speak to them, then you can do at:

DPO@riverscofe.co.uk

OR

**Data Protection Officer
The Rivers CofE Academy Trust
School Lane
Cutnall Green
Worcester
WR9 0PH**

Policy Statement

We are Northwick Manor Primary School. During your time with us, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as "personal data". This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as "processing". We always follow the rules in the law about keeping your information safe.

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

What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

• Name	• Telephone and 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	• CCTV images
Sometimes we collect information from computers or tablets when you use school systems, like your login name. This information is called "digital" or "online identifiers".		

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

• Racial or ethnic origin	• Religious beliefs	• Special educational needs and disability information
• Medical / health information	• Genetic and biometric data	• Information relating to keeping you safe
• Sexual life	• Sexual orientation	• Dietary requirements

Where do we get this information from?

We get this information from:

- You

- Your parents/carers, and other children's parents/carers
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

Why do we use this information?

We use this information for lots of reasons, including:

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

We are allowed to use your information because it helps us teach you, keep you safe, and manage the school. Sometimes we will ask your parent or carer for permission first, for example before using your photo or videos of you to be used on our website or in the newspaper.

Why do we use special category personal data?

We may need to use this information to help keep you safe, look after your health and wellbeing, or make sure everyone is treated fairly. We will also use this information where you have given us permission to do so. There may be times where we needed to use your special information when you are unable to provide your consent.

How long will we hold information in relation to our pupils?

We only keep your information for as long as we need it. This depends on the type of information. When you move to another school, we will usually send your information to your new school.

Who will we share pupil information with?

We may be given information about you with:

- Your new school when you move
- The local council (who help with schools and keeping children safe)

- The Department for Education (the government office for schools)
- People who help us run the school, like school meal providers or computer companies. These people have to keep your information safe and private."

Keeping this information safe

We keep your information safe by using locked files and secure computers. Only adults in school who need to see your information are allowed to look at it.

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this, you should contact the DPO (Mrs Tombs) or your class teacher.

You also have the right to:

- Ask to see your information
- Ask us to change information if it is wrong
- Ask us not to use your information in some ways
- Ask us to delete information if we do not need it anymore
- Ask questions about how we use your information

If you feel it necessary to do any of the above, you can speak with Mrs Tombs. The school does not have to meet all your requests and we will let you know where we are unable to do so.

Concerns

If you are worried about how we use your information, you can tell your teacher or your parent/carer. They can also contact the Information Commissioner's Office (ICO) who help make sure information is kept safe: <https://ico.org.uk/make-a-complaint/> or call 0303 123 1113.