



Privacy Notice for Pupils

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, at Long Knowle Primary School, are the 'Data Controller' for the purposes of Data Protection Law.

Our Data Protection Officer is Mr J Plant who works at: Services for Schools, Broadlands, Wolverhampton, WV10 6TA.

The personal data we hold

We hold some personal information about you to make sure we support you in your learning and to ensure we keep you safe and secure. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs/Videos

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in tests and work out whether you or your teachers need any extra help
- Track how well our school is performing
- Look after your well-being

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to follow what the law says we have to do
- We need to use it in order to provide you with an education

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We have a document which informs us how long we must keep information about pupils. If you would like to see this document, you can access it from the following website: [Information and Records Management Society's toolkit for schools](#).

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department) – which collects information about your text results to inform them how well Long Knowle is performing
- Your family and representatives – informing them of how well you are progressing within school
- Educators and examining bodies – often so that we are sent enough test papers for you
- Our regulator, e.g. Ofsted – who visit us every three or four years making sure we are providing you with a good education so that you are making good progress
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations – so that we are given the right amount of money to provide services for you
- Central and local government – again, these will use data and information to track your progress
- Our auditors – who visit very four / five years to make sure we are spending our budget properly
- Health authorities – maintain information about you so that we can help you in school to access lessons and to ensure we provide you with the right level of care and support
- Professional advisers and consultants – so that they can provide training for you or your teachers to make sure teaching and learning is the best that it can be
- Police forces – if an incident occurs and the Police want to make enquiries about it

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census. Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or well-being in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data. You can also contact the Department for Education if you have any questions about the database.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following Data Protection Law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a 'subject access request', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents/carers
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

Your parents/carers may also ask us to send your personal information to another organisation electronically in certain circumstances.

If your parent/carers want to make a request they should speak to Ms Elliot who will arrange for them to meet with our school's Data Protection Officer.

Your other rights over your data

You and your parents/carers have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong. Your parents can make a complaint by contacting our Data Protection Officer. They can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113 or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, your parents can contact our Data Protection Officer:

- Mr J Plant: Services 4 School Ltd, Broadlands, Wolverhampton, WV10 6TA.
- Call: 01902 302990