

## Pupil Privacy Notice

### Thomas Gray Primary School

You have a legal right to be informed about how our school uses any personal information that we hold about you. To follow the legal rules, we give you a 'privacy notice' to show you what data we have, why we have and where it is kept. Our school, Thomas Gray Primary, is the data controller for all of the information we have about you. To check that we are following all of the right rules, we have a data protection officer. This is Mrs Leadbetter, office manager.

We hold some personal information about you to make sure we can help you learn and look after you at school.

#### **What we hold:**

- Your name
- Your address
- Your unique pupil number
- Your nationality (which country you were born in)
- Your attendance at school and reasons
- Your behaviour at school and reasons
- Your medical needs
- Your free school meals
- Your special educational needs
- Your assessments and progress

#### **Why we use this data:**

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

- Help us do our jobs within school as a Headteacher, teacher and teaching assistant
- 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
- To help you with your medical needs, if you have asthma or an allergy
- To make sure that you make progress with your learning
- To ensure that we spend the school money in the right way if you have access to free school meals
- To support any specific learning or behaviour needs
- To look after your well being

**Where we keep your data:**

Most of your data is kept with Mrs Rimmer and the staff in the office: Mrs Leadbetter, Mrs Arrowsmith and Mrs Da Costa.

We store your data on our computers and this is stored on the cloud (this is a big safe database off the school premises). Some of your data is stored in files and these are kept in the office. Files that are private and confidential about you are kept in Mrs Rimmer's locked cupboard.

Your teachers will also have some data about you and they keep this on their laptops. Their laptops are encrypted (a special code) and have a password so it is difficult for anyone but your teacher to see your information.

Some assessment data is kept on the Otrack Cloud. Some other data is stored on My Concern cloud.

**Our legal basis for using your 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 the law
- We need to use it to carry out a task in the public interest (which is our job as a headteacher, teacher or teaching assistant) 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 (or someone else's interest)

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

We need to get your permission for things like:

- Using your photographs on our school website
- Using your photograph in a newspaper
- Allowing your picture to be shown on twitter

### **Who we share your data with:**

Sometimes in school, we have to share your data with other people but we have to have a good reason for doing this: We have to share it with:

- The Local Authority (Sefton) where the school is or where you live
- The Department for Education (Government)- such as your SATs results
- The School Nurse/Doctor to help you with any medical needs
- The police or courts if we are requested to
- Your next school so that they know about your learning and can continue to help you

### **How long do we keep your data for?**

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 is called a retention document and this tells us how long we must keep information about pupils in our school.

### **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 (numbers). 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 wellbeing 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.

## **Your rights:**

How to access personal information we hold about you

Your parents can find out if we hold any personal information about you, and how we use it, by making a 'subject access request'.

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
- 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

If you want to make a request you have to tell Mrs Rimmern in a letter what information you would like.

You 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 leaflets (marketing information)
- 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 limit our use of it
- Claim compensation (money) 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.

You can make a complaint at any time by contacting Mrs Rimmer who will speak to the data protection officer..

You 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, please contact our data protection officer : Mrs Leadbetter or the headteacher: Mrs Rimmer.

Mrs Leadbetter: 0151-288-6530

Mrs Rimmer: 0151-288-6530

This notice is based on the Department for Education's model privacy notice for pupils, amended to reflect the way we use data in this school.