PRIVACY NOTICE FOR PUPILS ATTENDING Dewhurst St. Mary CofE Primary School

Dewhurst St. Mary CofE Primary School collects a lot of data and information about our pupils so that we can run effectively as a school. This privacy notice explains how and why we collect pupils' data, what we do with it and what rights parents and pupils have.

We are a Voluntary Aided primary school. The Data Protection Officer (DPO) is Mr C Robinson and can be contacted via the school office.

We are a designated Church of England school and the diocese privacy policy can be viewed via the link: https://www.stalbans.anglican.org/diocese/privacy-policy/.

Pupil information

1. **The type of information that we collect, hold and share includes, but is not limited to:**

   - Personal Information (such as name and address)
   - Characteristics (such as ethnicity, religion, language, nationality, country of birth)
   - Attendance information (such as number of absences and reason for absence)
   - Assessment information (such as scores, progress measures and tests)
   - Relevant medical information (such as allergies, illnesses)
   - Information regarding special education needs
   - Exclusion information (such as number of exclusions and reasons)
   - Information regarding behaviour
   - Photographs (for display's, school newsletters, website)

   We may also hold data about you that we have received from other organisations, including other schools.

2. **Why we collect and use this information.**

   We use the pupil data:

   - To support pupil learning
   - To monitor and report on pupil achievement and attainment
   - To provide appropriate pastoral care
   - To keep children safe
   - To tell you about events and other things happening in our school
   - For the protection and welfare of pupils and others in the school
   - To communicate with parents / carers

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3. **The lawful basis on which we use this information (Why we collect it by law)**

   We collect and process pupil information using the following parts of the new law:

   - (a) You, or your parents, give us permission
   - (b) We must collect it by law
   - (c) We must collect it to protect children
   - (d) We must collect it to provide and education

   If we have your permission to use your data (we don't always need your permission), you can choose to take it back at any time.
   However, we do not need children's permission until they are 13 years old. Therefore, for children at Dewhurst St. Mary, only your parents'/carers permission is needed.

   We will not ask for permission if the data is required by law. For example, by law we need to have your date of birth, so we do not need permission to collect it, On the other hand, we do not need to put your photo on the website by law so we will ask your parents permission to do so.

4. **Storing pupil data**

   We hold pupil data whilst you remain at Dewhurst St. Mary. This file will follow you when you leave the school. However, where we have to keep it longer by law, it will be kept until we can delete it.

   In addition, the School also uses CCTV cameras around the school site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or investigate other issues. CCTV footage involving pupils will only be processed to the extent that it is lawful to do so.

5. **Who we share pupil information with:**

   We routinely share information with other people, including:

   - Our local authority (Hertfordshire)
   - The Department for Education
   - Your family
   - Other agencies involved in your care and support.
   - Schools that you attend after leaving us.

6. **Why we share pupil information**

   We do not share information about our pupils with anyone without consent unless the law says we can.

7. **Requesting access to your personal data and your Data Protection Rights**

   Under this law, parents and pupils have the right to ask to see the information we have about them, through a 'Subject Access Request (SAR)

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Parents / carers can make a request for their child's data where the child is not considered Mature enough to understand their rights about their own data (usually under the age of 13 – although this will be decided on a case – by – case basis) or where the child has provided consent.

I you make a subject access request, if you are old enough and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding it, and how long we will keep it for
- Explain where we got it from if not you
- Tell who it has been, or will be shared with
- Give you a copy of the information in a form you will understand

If you would like to make a request, please complete a Data Request Form (available from the school office) or contact the Head Teacher in writing. This request will then be actioned by the DPO, who will write to you within thirty days.

You also have the right to:

- Stop us collecting personal data that is likely to cause, or is causing damage or distress (however, this will not apply if the data is part of a legal requirement)
- In certain circumstances, have any incorrect personal data changed, deleted or destroyed; and
- Claimed compensation for damages caused by a breach of the data protection regulations.

8. Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please talk to us first.

To make a complaint, please contact our DPO Mr C Robinson.

9. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO, Mr C Robinson.

As the School has limited staff resources outside of term time, we encourage parents / pupils to submit Subject Access Requests during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible.

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