

*'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow
weary,
they will walk and not be faint.'* Isaiah 40:31

connect | nurture | aspire | learn | excel | hope



Multi Academy Trust Policy

Common Trust Policy, Use as Published

Privacy Notice for Pupils

Date adopted by Trust Board: 23/05/18

Date of Review:

Date of next Review:

Date Adopted by Local Governing Body: June 2018

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, Reculver CEP School, Hillborough, Herne Bay, Kent CT6 6TA, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tracey Howard.

The personal data we hold

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

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
- CCTV images
- School meal arrangements
- Travel arrangements
- Parental consent information
- School history i.e. other schools that you may have attended before our school or the school you will be going to after leaving our school

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 exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

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 comply with the law
- We need to use it to carry out a task in the public interest (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 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.

Our record retention schedule sets out how long we keep information about pupils.

To find out more information regarding this please refer to the [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 and Multi Academy Trust – 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) to meet our legal duties for statutory returns such as the school census-*
- *Educators and examining bodies- to confirm personal data to allow you to sit exams/tests i.e. year 2 and 6 SATS*
- *Our regulator – Ofsted – to meet our legal obligations to share data*
- *Suppliers and service providers – so that they can provide the services we have contracted them for*
- *Financial organisations – to enable them to provide a service we have contracted them for.*
- *Central and local government to meet out legal duties to share certain information with it such as statutory returns*
- *Our auditors – to provide a service we have contracted them for i.e. audit purposes*
- *Health authorities – to provide a service they have been contracted for by the government i.e. NHS for weight and height information, immunisations*
- *Security organisations – to provide a service we have contracted them for i.e. to keep our school safe by looking after our intruder and fire alarms*
- *Health and social welfare organisations – to provide a service they are contracted i.e. for your wellbeing, speech and language therapist, occupational health therapists.*
- *Professional advisers and consultants – to provide a service they are contracted for i.e. to provide training to staff members for your education and wellbeing*
- *Police forces, courts, tribunals – for them to carry out their duties – legal obligations*

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 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.

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 our 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:

- Tracey Howard thoward@diocant-aquila.org

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.