

Privacy notice for pupils

You have a legal right to be informed about how the school uses any personal data 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, St Michael's Primary School, are the 'data controller' for the purposes of data protection law. Our data protection officer is Di Edworthy (see 'Contact Us' below).

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 – 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 may have
- Details of any behaviour issues or exclusions
- Information that helps to keep you safe and looks after your well being
- Multimedia content (photos, video, sound)
- CCTV images captured in school

Why we use this data

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

- Keep you safe and look after your wellbeing
- Get in touch with you and your parents when we need to
- Check how you are doing in your learning and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing

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 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 is optional. If you must provide the data, we will explain what might happen if you do not.

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

Copies of the record retention schedule can be obtained from the school office.

Data sharing

We do not share 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 obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- Your family and representatives
- Educators and examining boards
- School Governors
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for (eg legal advisors, insurance providers, HR, catering, Herts for Learning, IT providers, confidential waste providers)
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Prevent
- Security organisations
- Health and social welfare organisations/authorities
- Attendance officer
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies (eg National College for Teaching and Learning)
- Diocesan Officers at the Diocese of St Albans for the purposes of receiving educational support

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department 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 NPD 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 with any further questions about the NPD.

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 properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of the information we hold
- Tell you why we are holding and processing 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 in an intelligible form

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer, Carol Connelly via the school office.

Your other rights over your data

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 marketing materials
- Say that you don't want it to be 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 have 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

- 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:

DPO@stmichaels.herts.sch.uk