

## **PRIVACY NOTICE – FOR PUPILS AND STUDENTS**

Under Data Protection law we have to tell you what information we hold about you, and what we do with it. The way we do this is called a Privacy Notice.

South Shropshire Academy Trust is made up of individual schools and they are the ‘data controller’ for the purposes of Data Protection law. To make things easier for you to understand we will just call it “the school”. We say “pupils and students” because usually primary school children are called “pupils”, and older children are called “students”. Our Data Protection Officer is Kim Mortiboy (see ‘Contact Us’ below).

### **The personal data we hold**

Personal data we may collect, use, store and share (when appropriate) about you includes:



The names, addresses, phone numbers and email addresses of your parents, or the people who usually look after you



Results of tests and exams you have taken



Characteristics such as your date of birth, ethnic background, sex, and religion



Details about any medical conditions you may have, including physical and mental health



Information about your behaviour and attendance at school



Your school photograph, and photos taken on trips, visits or during school plays and events, and CCTV images from cameras placed around the school



Information about you which may help us give you extra support if you need it, such as safeguarding information, care packages, special educational needs, free school meals

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

We use this data to:

- Contact your parents or carers when we need to
- Support your learning
- Monitor and report on your progress, and track the progress of the school as a whole
- Celebrate your successes and achievements
- Take care of you while you are at school and help you if you are having problems outside of school
- Make sure we are doing the right things at the right time
- Make sure that wherever possible anyone who wants to come to our school is able to
- Carry out research
- Comply with the law regarding data sharing

### **Our legal basis for using this data**

We only collect your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interest)

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time.

Some of the reasons listed above for collecting and using pupils/students personal data overlap, and there may be several grounds which justify our use of this data

### **Collecting this information**

While the majority of information we collect about pupils and students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or about you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain what might happen if we don't receive it

### **How we store this data**

We keep personal information about you while you are attending our school. We may also keep it beyond your attendance at our school if this is necessary in order to comply with legal obligations. Our record retention schedule sets out how long we keep information about you. You can, if you wish, see this schedule by contacting the Data Protection Officer

### **Data sharing**

We do not share your information with anyone party without consent, unless the law and our policies allow us to do so. Places where information may be shared are included at Appendix A of this Privacy Notice. We may share personal information with other relevant organisations from time to time but only if we are legally required to do so, and it complies with Data Protection law.

### **National Pupil Database (NPD)**

Part of the Government that is in charge of schools and academies is called the Department for Education (sometimes people call it the DfE).



Three times a year they ask us for information about our pupils and students. This is called the School Census. Some of this information is then stored in the National Pupil Database, and helps to provide evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data. More information is on the DfE'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.

### **Youth Support Services**

Once you reach the age of 13, we are legally required to pass on certain information about you to the local authority as it has legal responsibilities regarding the education or training of 13-19 year olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers or students once aged 16 or over can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to the local authority.

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.



### Your rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to your data where you are not considered mature enough to understand your rights over your own data (usually under the age of 12), or where you have provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your parents/carers, we will:

- Give you a description of it
- 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 parent/carer
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our Data Protection Officer. You should be aware that there may be a charge for this service. We are required to respond to subject access requests with a month, but please bear in mind this may be difficult if your request is made during, or just before, the school summer holiday period.

### Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer



### 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 raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer:

- By email: [kim.mortiboy@csschool.co.uk](mailto:kim.mortiboy@csschool.co.uk)
- Call 01694 722209
- Or write to: Kim Mortiboy, South Shropshire Academy Trust, c/o Church Stretton School, Shrewsbury Road, Church Stretton, SY6 6EX

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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:

- By email: [kim.mortiboy@csschool.co.uk](mailto:kim.mortiboy@csschool.co.uk)
- Call 01694 722209
- Or write to: Kim Mortiboy, South Shropshire Academy Trust, c/o Church Stretton School, Shrewsbury Road, Church Stretton, SY6 6EX

## PRIVACY NOTICE – Parents, Carers and Pupils/Students – APPENDIX A

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils and students with the following organisations. Please note this list may not be exhaustive, however information will only be shared when legally required or necessary, or (in appropriate cases) where consent has been given.

- Our local authority (to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions)
- The Department for Education (national statistics)
- The student's family and representatives (reporting, grade updates, behaviour and welfare issues)
- Other schools (if the student is changing, or thinking of changing, to another school)
- Educators and examining bodies (to allow examination entries and analysis of results)
- Ofsted (to maintain standards across the schools)
- The schools' PTA organisations (to keep you up to date of events and fund-raisers which are held in aid of the schools)
- The schools' websites, newsletters, concert/school play programmes, etc. which may be visible to members of the general public (use of names and/or photographs to celebrate achievements, acknowledge participation in events, etc. where parental consent has been obtained. Consent to this use of data may be withdrawn at any time by contacting the Data Protection Officer, see below)
- Suppliers and service providers (to enable them to provide the service we have contracted them for, including, but not limited to: CapitaSIMS, Go4Schools, ParentPay, ITrack, Accelerated Reader, Class Dojo, Tapestry, Teachers to Parents, MyMaths, Parents Evening System, InTouch, VEEAM, Nessie Online, Espresso, Education City, school uniform and leaver's hoody suppliers, external trip/expedition providers, including the School's Duke of Edinburgh Award leaders)
- Microsoft Office 365 (to provide students' email addresses)
- Our auditors (to ensure the school is acting appropriately and in the best interests of its pupils/students)
- Survey and research organisations (national and local statistics)
- Health and social welfare organisations (to ensure wellbeing and safeguarding of all pupils/students)
- Police forces, courts, tribunals (to comply with the law)