

Privacy notice for pupils



Churchdown School Academy
ACHIEVING SUCCESS FOR ALL

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Person responsible:	Mr D Carter

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1. Introduction

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 **pupils at our school**, like you.

We, Churchdown School Academy, Winston Road, Churchdown, Gloucester, GL3 2RB are the 'data controller' for the purposes of UK data protection law.

2. The personal data we hold

We hold some personal information (data) 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 – such as other schools, the local council and the government.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your contact details
- Your test results, details about your learning and what you have achieved at school
- Your attendance records
- Details of any behaviour issues or exclusions
- Information about how you use school computers and other IT and communications systems

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, such as your ethnic background or any special educational needs (SEN)
- Information about any medical conditions you have
- Photographs and CCTV images

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

3. Why we use this data

We use the data listed above to:

- a) Get in touch with you and your parents or carers when we need to
- b) Check how you're doing in exams and work out whether you or your teachers need any extra support
- c) Track how well the school as a whole is performing
- d) Look after your wellbeing and keep you safe
- e) Make sure our computers and other school systems and equipment are used appropriately, legally and safely
- f) Meet legal requirements placed upon us
- g) Promote the school through the website, prospectus and press releases.

We will only use your personal information for the purposes for which we have collected it. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

4. Our lawful 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

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.

5. Collecting this data

Whilst most pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us, or if you have a choice in this.

6. How we store this data

We keep personal information about you while you're attending our school. We may also keep it after you have left school, where we are required to by law. Our record retention schedule sets out how long we keep information about pupils. To request a copy of this please contact DPO@churchdownschool.com

We'll dispose of your personal data securely when we no longer have a legal requirement to retain it.

7. Who we share data with

We don't share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it's legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Schools that you may attend after leaving us
- Our local authority, Gloucestershire County Council – because we have to share certain information with it, such as safeguarding concerns and information about exclusions
- Youth support services provider
- Our regulator, Ofsted
- Department for Education
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations

- › Our auditors
- › Survey and research organisations
- › Health and social welfare organisations authorities
- › Security organisations
- › Health and social welfare organisations
- › Professional advisers and consultants
- › Charities and voluntary organisations
- › Police forces, courts or tribunals
- › Fisher Family Trust (FFT) – an educational charity that supports the school in GCSE target setting for individual students and reports on whole school GCSE performance
- › A Level Performance Systems (ALPS), which uses student's GCSE results to identify both individual student A Level Targets and to report on whole school A Level performance

National Pupil Database (NPD)

We have to provide information about you to the Department for Education 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, such as organisations that 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 personal data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Youth Support Services

Once pupils in our school reach the age of 13, we are legally required to pass on certain information to the local authority or youth services provider, which has responsibilities regarding the education or training of 13 to 19 year olds.

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

Parents/carers, or pupils aged 16 or over, can request that only their name, address and date of birth be passed to these agencies by informing the data protection officer (DPO).

7.2 Transferring data internationally

Where we transfer your personal data to a third-party country or territory outside of the European Economic Area, we will protect your data by following data protection law.

8. Your rights

8.1 How to access personal information that 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'

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding it, how we are using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Give you a copy of the information

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

8.2 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Object to the processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed, and
- Claim compensation if the data protection rules are broken and this harms you in some way

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to the use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

9. Complaints

We take any complaints about how we collect and use personal information very seriously, so please let us know if you think we've done something wrong.

You can make a complaint to us at any time by contacting DPO@churchdownschool.com

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

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**: Ms S Dougherty at DPO@churchdownschool.com

11. Monitoring arrangements

The DPO and Data Protection LT lead are responsible for monitoring and reviewing this policy.

This policy will be reviewed annually and approved by LT.