Bramshall Meadows First School

Part of Innovate2Educate Partnership

Pupil Privacy Notice

Why are we giving this to you?
As your school we need to use information about you. We do this for a number of reasons.
This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe. The law says we must look after your information properly. The main law is called the Data Protection Act 2018.
If you want to know anything about what we do with information about you then please ask your teacher or speak to your parents/guardians and ask them to contact the school. The school wants you to feel free to raise any questions at all.
We also have a person called the Data Protection Officer. They can answer any questions you have about what the school does with your information. If you or your parent/guardian would like to contact them, you can do so at:

heddamotherwelldpo@staffordshire.gov.uk

Policy Statement

We are Hutchinson Memorial CofE First School. During your time with us, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as "personal data". This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as "processing".
We always follow the rules in the law about keeping your information safe.
This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us

What information do we use about you?

Name	Telephone and email contact details
Date of Birth	Address
Assessment information	Details of previous/future schools
Unique pupil number	Behavioural information
Language(s)	Nationality
Country of birth	Eligibility for free school meals
Photographs	Attendance information
CCTV images	Digital or online identifiers (like login name)

We also collect some 'special category personal data' and take extra care to keep this safe:

Racial or ethnic origin	Religious beliefs	Special educational needs and disability information
Medical/health information	Genetic and biometric data	Information relating to keeping you safe
Sexual life	Sexual orientation	Dietary requirements

Where do we get this information from?

We get this information from:
• You
• Your parents/guardians, and other children's parents/guardians
• Teachers and other staff
• People from other organisations, like doctors or the local authority for example

Why do we use this information?

We use this information for lots of reasons, including:
• To make sure that we give you a good education and support you through it
• To make sure we can address and support any educational, health or social needs you may have
• To make sure everyone is treated fairly and equally
• To keep you and everyone at the school safe and secure
• To deal with emergencies involving you
• To celebrate your achievements
• To provide reports and information to your parents/carers

Why do we use special category personal data?

We may need to use this information to help keep you safe, look after your health and wellbeing, or make sure everyone is treated fairly. We will also use this information where you have given us permission to do so. There may be times where we need to use your special information when you are unable to provide your consent.

How long will we hold information in relation to our pupils?

We only keep your information for as long as we need it. This depends on the type of information. When you move to another school, we will usually send your information to your new school.
Who will we share pupil information with?

We may share your information with:
• Your new school when you move
• The local council (who help with schools and keeping children safe)
• The Department for Education
• People who help us run the school, like school meal providers or computer companies
These people have to keep your information safe and private.

Keeping this information safe

We keep your information safe by using locked files and secure computers. Only adults in school who need to see your information are allowed to look at it.

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this, you should contact your class teacher.
You also have the right to:
• Ask to see your information
• Ask us to change information if it is wrong
• Ask us not to use your information in some ways
• Ask us to delete information if we do not need it anymore
• Ask questions about how we use your information
If you wish to exercise any of these rights, please contact the school office.

Concerns

If you are worried about how we use your information, you can tell your teacher or your parent/carer. They can also contact the Information Commissioner's Office (ICO), who help make sure information is kept safe: https://ico.org.uk/make-a-complaint/ or call 0303 123 1113.