

Dear Pupils

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, SENDSCOPE, are the 'data controller' for the purposes of data protection law. **Our data protection officer is Mrs Bebbington.**

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 and details of any behaviour issues or exclusions
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions and dietary requirements you have
- Photographs and CCTV images

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 and when we need to use it to carry out a task in the public interest (in order to provide you with an education). We may also use your personal information where you, or your parents/carers have given us permission to use it in a certain way or we need to protect your 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.

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

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. We are required to provide information about you to the Department for Education (a government department) and some of this is stored in the **National Pupil Database**.

Youth support services: Once you reach the age of 13, we are legally required to pass on certain information about you to Career Connect. This information enables them to provide youth support services, post-16 education and

training services, and careers advisers. Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Career Connect.

Your rights and how to access personal information we hold about you: You can find out if we hold any personal information about you, where we got it from and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean. You may also ask us to send your personal information to another organisation electronically in certain circumstances. 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 and have it corrected, deleted or destroyed if it is wrong. Please contact our data protection officer to exercise any of these rights and for more details about what information we hold about you.

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 at <https://ico.org.uk/concerns/>

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: **Mrs Bebbington.**

Yours sincerely,

Mrs Bebbington & Miss Walsh

SENDScope Directors