

Privacy Notice for Pupils



**WAKEFIELD METHODIST (VC)
J, I & N SCHOOL
WITH COMMUNICATION RESOURCE AND
BEFORE AND AFTER SCHOOL CARE
CLUB**

Privacy Notice for pupils

How we use your information

You have a legal right to be informed about how your 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, Wakefield Methodist J, I & N School, are the 'data controller' for the purposes of data protection law.

Wakefield Methodist J, I & N School is registered as a data controller with the Information Commissioner's Office (ICO). Full details of our registration can be found at the ICO's register of data controllers.

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 characteristics, like your ethnic background, free school meal eligibility, or any special educational needs
- Your attendance records
- Any medical conditions you have and records of any accidents you may have at school
- Details of any behaviour issues or exclusions
- Information about the courses or subjects you study
- Records of payments made to school for dinner money, school trips, after school club, etc.
- Photographs
- CCTV images

Why we collect and use this information

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

- Get in touch with you and your parents when we need to

- Check how you are 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 information

We will only collect and use your information when the law allows us to. Most commonly, 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:

- 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 permission to use your data, 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 information.

We will always tell you whether the information must be provided to us or if it is optional.

How we store this information

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. Our Data Asset Retention and Destruction Schedule sets out how long we must keep information about pupils; you can get copies of these documents by asking the school office or our data protection officer.

Who we share your information with

We do not share personal information about you with anyone outside the school without permission from 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:

- Schools you might go to after leaving us
- Our Local Authority (to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions)
- The Department for Education (a government department)
- Your family and representatives
- Our regulator, Ofsted (the organisation or "watchdog" that supervises how we run our schools)
- Health authorities, health and social welfare organisations (vaccinations, school nursing service, Educational Psychology service, Child and Adolescent Mental Health Services (CAMHS), Social services, etc.)
- Police forces, courts, tribunals
- Volunteers, Governors, and agency workers where necessary
- Offsite learning providers
- Educators and examining bodies
- Central and local government
- Our auditors, insurers, and legal advisors
- Financial organisations
- Professional advisors and consultants
- Charities and voluntary organisations
- Professional bodies
- Suppliers and service providers (to provide the service we have contracted them for)
- Security organisations

Amendment 09.09.20

Personal data of employees, parents or visitors to school may be shared with NHS/Public Health Agencies where relevant to the Covid pandemic. This includes the personal data of individuals under the 'Track and Trace Scheme'

Data collection requirements

We are required by law to share your data with the Department for Education (DfE) by law. This helps them to set school funding and rules for monitoring how schools perform.

To find out more about the data collection requirements placed on us by the Department for Education (for example, via the school census) go to <https://www.gov.uk/education/datacollection-and-censuses-for-schools>.

The National Pupil Database (NPD)

We are required to provide information about you to the Department for Education (a government department) 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/nationalpupil-database-user-guide-and-supporting-information>.

The Department for Education may share information from the database 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 information.

To find out more about how the department might share your information, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

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

How to access the 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 can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using 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

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

If you want to make a request, please contact our data protection officer.

Your other rights over you information

You have other rights over how your personal information 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 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
- 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:

Data Protection Officer

Email: dpo@methodist.wakefield.sch.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for young people and to reflect the way we use data in Wakefield Methodist J,I & N School