



# Durham Johnston Comprehensive School

## GDPR - Privacy notice for pupils under 16 years

### ? What's this about?

The General Data Protection Regulation (GDPR) (EU) 2016/679 is a new regulation that has been introduced to ensure that your personal information is safe.

This notice will help you to understand how and why we collect your personal information and what we do with that information.

**Personal information** is information that relates to a living individual who can be identified from that data, for example, your name, address or date of birth.



Durham Johnston School and other third party data processors collect and use information for all kinds of reasons, and the new law tells us exactly what we are allowed to do with this information.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

<b>Data controller</b>	This person (or group of people, like a school) is in charge of the information collected.
<b>Data processor</b>	This person handles information for the data controller.
<b>Personal data</b>	This means any information that can be used to identify someone, such as your address and date of birth.
<b>Third party processor</b>	This person or organisation handles personal data on our behalf.

### ? Who looks after your information?

Durham Johnston is the data controller of the personal information, which is provided to us, about you. This means the school decides how and why any personal data relating to you and your family is collected and what we will use it for.

In some cases, your information will need to be sent to a third party processor. However, this will only be done with your consent unless the law requires the school to share your data. Where the school passes data to a third party processor, they must also ensure that this information is kept secure.

### ? Why do we collect and use your information?

The School's main reason for using personal information is to provide educational services to you, the pupil. We obtain information relating to you and your family and may also receive information from previous schools, medical professionals, Local Authorities and/or the Department for Education (DfE).

We will only collect your information when we need it to help us do our job in delivering education to you or to meet legal requirements.

When information has been collected, it is used for the following:

- To get in touch with you and your parent / carer when we need to
- To support your learning
- To monitor and report on your progress
- To provide appropriate care and support
- To protect your welfare and follow safeguarding procedures
- To assess the quality of our service
- To comply with the law regarding data sharing

## ? What information do we collect?

The categories of information that we collect, hold and share include the following:

### Personal information

For example, your name, address, DOB and parent contact information

### Personal characteristics

For example, your ethnicity, language, gender and free school meal eligibility.

### Medical information

For example, any medical conditions you may have or that we need to know about, in order to keep you safe.

### Special educational needs

For example, information about any special educational needs you may have, that will help us teach you.

### Attendance information

For example, how many times you have missed school and the reasons why.

### Assessment information

For example, examination results to help us to support your learning.

### Behavioural information

For example, incidents that may have happened during school time or the number of times you have been excluded and the reasons why.

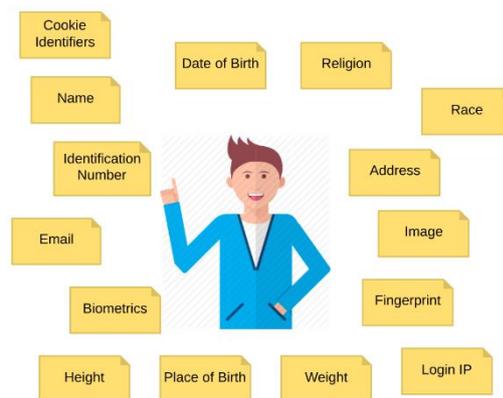
### Photography

Storing and using photographs counts as handling your personal data. An image of you, e.g. a photo, belongs to you. Before we take or use any photographs we will ask your parent / carer to give us permission to take and use pictures of you. We may use your pictures on display boards or on the school's website, for example.

## ? Do you have to give us your information?

The majority of the personal data you provide to us is required by law. Some information is requested on a voluntary basis. This means that your parent / carer can choose whether to share this with us.

When we ask your parent / carer for information that they don't have to give us, we will ask them for permission and let them know why we want it and what we will do with it. If they don't want us to have the information, that's their choice.



## ? Will your information be shared?

We do not share any information with anyone else without your permission, unless the law says that we can. We may share information with:

- Organisations who deal with pupil destinations upon leaving the school
- Multiple Local Authorities
- The Department for Education
- Medical professionals including the School Nursing Service
- Higher Education / Further Education Providers
- Organisational partners of Local Authorities
- Third party organisations including the Police
- Specialist Provision Providers
- Your family
- Our regulator, e.g. Ofsted
- Police, courts, tribunals, solicitors, e.g. where there is a legal requirement

The school is required to share information with the Department for Education (DfE) and the Education and Skills Funding Agency (ESFA) on a statutory basis. Examples of this include:

- Pupils on roll at the school
- Attendance figures
- Performance data

These organisations store some information in National Pupil Databases. They may then share some of the data with people looking to help schools and pupils. Their databases are very safe and your information won't get lost or be shared with anyone who shouldn't have it.

## ? How do we keep information secure?

The security of your personal information is very important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and the use of your personal information.



## ? How long will we keep your information?

Personal data relating to pupils and their families is stored in line with the school's retention guidelines and in accordance with the school's Data Protection Policy.

In accordance with the GDPR, data is only stored for as long as necessary to complete the task for which it was originally collected or to meet statutory requirements for data retention. Once your data is no longer required it is permanently and securely destroyed.

## ? Is personal information processed outside the European Economic Community (EEC)?

We do not process your personal information outside the EEC, should this change, we will inform parents / carers and seek consents as needed.

### ? What are your rights?

Your parents / carers have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information they think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us they don't want your information to be processed.

If the information we are collecting is information that your parent / carer can choose not to give us, they can tell us to stop collecting it at any time.

**Your parents / carers also have the right to request a copy of the personal data the school holds about you. They might not want all of the personal data that the school holds about you and we may be able to respond more quickly if your parents / carers explain this and identify the specific data they want.**

**When making a subject access request (SAR), which can be made verbally or in writing, your parents / carers should include the following information:**

- Your name and their name and contact details.
- Any details or relevant dates that will help the school to identify what they want.

**We are required to respond within 1 month of the request (and up to 2 months beyond this for very exceptional circumstances) if we cannot respond within 1 month we will write to your parent / carer to tell them this and explain the reason(s) for it, however our aim is to respond within 15 days. We may be able to respond more quickly to this request if your parent / carer contact us via the following email address: [gdperteam@durhamjohnston.org.uk](mailto:gdperteam@durhamjohnston.org.uk).**

**The school is entitled to satisfy itself as to the identity of the person making the request. The requester must provide evidence of their identity, we will ask your parents / carers to send or bring in proof of ID including proof of address and a recognised form of photo ID (i.e. passport, driving licence).**

### ? Four important things to understand

Now you've read this, we hope you understand that:

- The law allows us to collect and use your information to help us to do our job.
- We may share your information with others, but only when we really need to.
- We will ask your parent / carers permission to share your information whenever they have a choice.
- Your parent / carer can tell us not to share your information, even when they have said yes before.

### ? Would you like to know more?

If you or your parents / carers would like to find out more information about how we and/or the DfE collect, use and store your personal information, please contact the GDPR Team: [gdperteam@durhamjohnston.org.uk](mailto:gdperteam@durhamjohnston.org.uk).

#### IMPORTANT INFORMATION

- If you have any questions or queries about the Privacy Notice then please ask your parent / carer to contact the GDPR Team: [gdperteam@durhamjohnston.org.uk](mailto:gdperteam@durhamjohnston.org.uk).
- If you have a concern about the way Durham Johnston School is collecting or using your personal data, please ask your parent / carer to raise a concern with our Data Protection Officer. To do this they can contact the DPO via: [gdperteam@durhamjohnston.org.uk](mailto:gdperteam@durhamjohnston.org.uk)
- If your complaint is not resolved to your satisfaction and you wish to make a formal complaint you can ask your parent / carer to contact the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.
- This Notice is regularly reviewed. This is to make sure that we continue to protect your privacy. We reserve the right, at all times to update, modify or amend the Notice. We suggest that you review the Notice from time to time to ensure you are aware of any changes, however we will not significantly change how we use information you have already given to us without your prior agreement. The latest version of the Notice can be found at [www.durhamjohnston.org.uk](http://www.durhamjohnston.org.uk).