

UK General Data Protection Regulation (UK GDPR) Privacy Notice for Pupils and their Families



Schools have a duty to inform pupils and their families about how their personal data may be collected and used. Schools use a privacy notice to ensure they meet the requirements of the UK General Data Protection Regulation (UK GDPR) by communicating how they process personal data relating to pupils and their families.

Who processes your information?

Penwortham Priory Academy is the Data Controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced 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 outsources data to a third party processor, the same data protection standards that Penwortham Priory Academy upholds are imposed on the Data Processor.

Mrs C Barker is the Data Protection Officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the UK GDPR. The Data Protection Officer can be contacted on 01772 320250 or data.protection@priory.lancs.sch.uk.

Why do we collect and use your information?

Penwortham Priory Academy holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and / or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the UK GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the UK GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To keep children safe
- To meet statutory duties placed upon us for DfE data collections

What data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information (including photograph) – e.g. names, pupil numbers, contact details and addresses
- Characteristics – e.g. ethnicity, language and free school meal eligibility
- Attendance information – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- Assessment & attainment information – e.g. any relevant test and exam results
- Relevant medical information – e.g. doctors information, your health, allergies, medication and dietary requirements
- Information relating to Special Educational Needs and Disabilities (SEND) – e.g. needs and ranking
- Behavioural information – e.g. exclusions and any relevant alternative provision put in place
- Safeguarding information – e.g. court orders and professional involvement

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Penwortham Priory Academy and their families is stored in line with the school's GDPR Data Protection Policy, this can be found on the schools website.

In accordance with the UK GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

- Personal information
- Characteristics
- Attendance information
- Assessment & attainment information
- Information relating to Special Educational Needs
- Behavioural information
- Safeguarding information

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. Penwortham Priory Academy is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

Penwortham Priory Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The NHS & School Nurse
- Youth Support Services (Aged 13+)

The information that we share with these parties includes the following:

- Personal information
- Characteristics
- Relevant medical information
- Information relating to Special Educational Needs
- Safeguarding information

Once our pupils reach the age of 13, we are required by law to pass on certain information to our Local Authority or Youth Support Services, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of pupils who are aged 16 and over with post-16 education and training providers and career services, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all pupils and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the Local Authority or Youth Support Services, by contacting Mrs E Diamond-Bugler via email at data.protection@priory.lancs.sch.uk. Once pupils reach 13 years of age, this right is transferred to them, rather than their parents.

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Penwortham Priory Academy uses your personal data
- Request access to the personal data that Penwortham Priory Academy holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that your personal data is transferred to another organisation
- Request that the processing of your data is restricted
- Object to your personal data being processed

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Penwortham Priory Academy and / or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and / or the DfE collect, use and store your personal data, please visit our website (www.priory.lancs.sch.uk)

Declaration

I, _____, declare that I understand:

- Penwortham Priory Academy has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements
- How my data is used
- Penwortham Priory Academy may share my data with the DfE, and subsequently the Local Authority
- Penwortham Priory Academy will not share my data to any other third parties without my consent, unless the law requires the school to do so
- Penwortham Priory Academy will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed
- My data is retained in line with the school's GDPR Data Protection Policy
- My rights to the processing of my personal data
- Where I can find out more information about the processing of my personal data

Name: _____ Signed: _____

Pupil Name: _____ Form: _____

Date: _____