

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: _____

HOME-SCHOOL AGREEMENT

Pupil Name

At Penwortham Priory Academy we believe that to secure the best learning environment for all our pupils it is the responsibility of all of us to ensure that we can all enjoy these four basic rights:

- All pupils have a right to learn
- All adults have a right to do their job
- Everybody has a right to work in a safe, healthy, pleasant and clean environment
- Everybody has a right to dignity and respect

We aim to provide all pupils with a safe, happy and positive learning environment in which they have a range of opportunities to enjoy success and achieve their full potential academically, socially and morally.

At Priory we recognise how important it is to build partnerships with parents/carers which build strength in our community and support our pupils in their personal development, and we rely on the commitment and support of all parents/carers to make the partnership work.

Please sign below to confirm that you and your child have read and understood the terms of this agreement and will undertake all reasonable measures to ensure that you abide by its contents.

It is the responsibility of Priory to:

- Provide your child with a safe, inclusive and accessible learning environment
- Provide a full and balanced curriculum appropriate to the needs of every pupil
- Provide regular and vigorous homework that sufficiently tests every pupil
- Promote and expect high standards of work, dress, behaviour, attendance and punctuality
- Record and reward excellence
- Record and discipline poor behaviour and lack of progress
- Encourage and support your child to achieve their full potential in all aspects of school life
- Keep you regularly informed about general school matters and your child's welfare and progress

Headteacher's Signature 

It is the responsibility of parents/carers to:

- Support the school’s aims, policies and guidelines
- Ensure that your child attends school regularly, punctually, properly equipped and in the correct school uniform
- Encourage and support your child to work to the best of their ability
- Support the school by encouraging the good behaviour of your child
- Take an active interest in your child’s academic progress by ensuring homework assigned to your child is completed on time, and by attending parents/carers’ evenings and any other progress/behaviour meetings
- Keep school informed of any matters that might affect your child’s work or behaviour
- Not take holidays during term time

Parent/Guardian Signature

Parent/Guardian Signature

It is the responsibility of pupils to:

- Attend school punctually, properly equipped and dressed in the correct school uniform
- Respect the rules and behaviour policy of the school at all times
- Strive to attain excellence in all its forms through full participation in the academic, sporting and extra-curricular activities of the school
- Show care, consideration, respect and courtesy to every other pupil and member of staff at the school, and people in the surrounding community
- Complete all assigned homework on time and to the best of your ability
- Tell a teacher if you are worried or concerned about any aspect of your schooling

Pupil Signature

PENWORTHAM PRIORY ACADEMY – BIOMETRIC INFORMATION 2021-22

Penwortham Priory Academy wishes to use information about your child as part of an automated (i.e. electronically operated) recognition system. This is for the purposes of using the cashless catering system. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 and the UK General Data Protection Regulation, we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example information from their fingerprint. The school would like to take information from your child's fingerprint and use this information for the purpose of providing an efficient catering system for all pupils.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access the cashless catering system.

You should note that the law places specific requirements on schools when using personal information about pupils, such as biometric information, for the purposes of an automated biometric recognition system. For example:

- a. The school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s), i.e. as stated above;
- b. The school must ensure that the information is stored securely;
- c. The school must tell you what it intends to do with the information;
- d. Unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is VeriCool, who is our supplier of the biometric system. This is necessary in order that they can maintain and update our software. At no time will they be allowed to use any of the data beyond the school.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later

stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent, or objection from a parent, must be in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. His/her objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The school is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the cashless catering system.

If you give consent to the processing of your child's biometric information, please complete the attached consent form and return it to the school office.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Further information and guidance

This can be found via the following links:

Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, headteachers, principals and school staff'.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/692116/Protection_of_Biometric_Information.pdf

ICO guide to data protection for organisations:

<https://ico.org.uk/for-organisations/guide-to-data-protection/>

ICO guidance on data protection for education establishments:

<https://ico.org.uk/for-the-public/schools/>

PENWORTHAM PRIORY ACADEMY

CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to Penwortham Priory Academy taking and using information from your child’s fingerprint as part of an automated biometric recognition system. This biometric information will be used by the school for the purpose of using the cashless catering system.

In signing this form, you are authorising Penwortham Priory Academy to use your child’s biometric information for this purpose until he/she either leaves the school or ceases to use the system. If you wish to withdraw your consent at any time, this must be done in writing and sent to the school at the following address:

*Pupil Records
Penwortham Priory Academy
Crow Hills Road
Penwortham
Preston
PR1 0JE*

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school.

Parental consent

Having read guidance provided to me by Penwortham Priory Academy I give consent to information from the fingerprint of my child:

Child’s Name: _____

being taken and used by Penwortham Priory Academy for use as part of an automated biometric recognition system for the cashless catering system.

I understand that I can withdraw this consent at any time in writing.

Name of Parent/Guardian:

Signature of Parent/Guardian:

Date:

ACCEPTABLE USE POLICY (AUP) AGREEMENT

The Penwortham Priory Academy will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

I agree that I will:

- I will keep my login name and password secret and not let others use my login
- Only use, move and share data securely
- Respect the school network security and equipment
- I will not download software to the school systems
- Make sure all messages I send are respectful, using appropriate language
- Report unsuitable or uncomfortable content, activities or emails to a member of staff
- Only visit sites which are appropriate and adhere to the sites terms and conditions
- Not use my mobile device in school/college unless I am given permission
- Always keep my personal details private (my name, school name and address, home address any contact numbers, family information etc) unless a trusted adult has given my permission
- Only use an email account that has been approved by the Academy
- Buying and ordering of goods online is prohibited.
- Not upload pictures or digital images of myself or others without a responsible adult's permission
- Only create and share content that is legal
- Respect copyright and the intellectual property rights of others
- Only communicate electronically with people I know or have been approved by the Academy
- Never arrange to meet someone I have only ever previously met on the internet, unless my parent or carer has given me permission and I take a responsible adult with me
- Only use the academy systems and devices for educational use and not for personal or recreational use unless I have permission
- Never try to use programmes or software that might allow me to bypass the filtering/security in place at the Academy or try to alter computer settings
- Not try (unless I have permission) to make large downloads or uploads
- Not deliberately damage any ICT equipment and will immediately report any damage or faults involving equipment or software, however this may have happened
- Ensure that I have permission to use the original work of others in my own work and where work is protected by copyright, I will not try to download copies (including music and videos)
- When using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me

I agree that I will not:

Visit internet sites, make, post, download, upload or pass on, material, remarks, proposals or comments that contain or relate to:

- Pornography (including child pornography)
- Promoting discrimination of any kind
- Promoting violence or bullying
- Promoting racial or religious hatred
- Promoting illegal acts
- Use social media sites unless I have permission and at times allowed
- Online gaming, online gambling, internet shopping, file sharing or video broadcasting, (eg YouTube) unless I have permission from a member of staff
- Do anything which exposes others to danger
- Information that maybe offensive to others
- Forward chain letters
- Breach copyright law
- Use personal technology for taking/transferring images of pupils or staff without permission
- Store images or other files off site without permission from the head teacher or their delegated representative
- Use Academy internet facilities to advertise for personal gain

I know:

- That anything I share online may be monitored.
- I know that once I share anything online it is out of my control and can be used or changed by others.
- Any social networking profiles I have should be set to private, using the built in privacy settings.
- The Academy has the right to take action against me if I am involved in incidents of inappropriate behaviour covered under this agreement when I am out of school and where they involve my membership of the school community (examples would be cyberbullying, use of images or personal information)
- If I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the Academy network / internet, detentions, exclusion, contact with parents and, in the event of illegal activities, involvement of the police.

Please also refer to linked policies:

Behaviour & Discipline Policy
E-Safety Policy

PUPIL ACCEPTABLE USE POLICY AGREEMENT FORM

This form relates to the student Acceptable Use Policy Agreement; to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Policy Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the Academy systems and devices (both in and out of school)
- I use my own devices in the Academy (when allowed) eg mobile phones, gaming devices, USB devices, cameras etc.
- I use my own equipment out of the Academy in a way that is related to me being a member of this Academy eg communicating with other members of the school, accessing school email, VLE, website etc.

And know that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school's network / internet, detentions, exclusion, contact with parents and, in the event of illegal activities, involvement of the police

Pupil Name:

Pupil Signature:

Date:

Parent / Carer Countersignature

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

PHOTOGRAPHIC / VIDEO PARENTAL CONSENT FORM

This form explains the reasons why and how Penwortham Priory Academy may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Pupil Name

Occasionally, we may take photographs of the children at our school to celebrate school life, pupils' achievements and to promote the school. These images may be used in our school prospectus, in other publications and marketing materials that we produce, on our school newsletter, website and / or social media pages, or on project display boards in school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Our school may also be visited by the media, who will take photographs or film footage of a high profile event, or to celebrate a particular achievement. Pupils will often appear in these images, which may appear in local or national newspapers, on televised news programmes or on approved websites. (Please refer to 'Conditions of Use' overleaf for more information on use of images by the media.)

Without your consent, the school will not use images and videos of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

In order that we can protect your child's interests, and to comply with the UK General Data Protection Regulations **please read the 'Conditions of Use' overleaf before confirming the statements below and signing and dating this form.**

I provide consent to:		Yes	No
1	Use my child's photograph in the school prospectus and other marketing literature that school produce for promotional purposes, or in the school newsletter, on project display boards, etc.		
2	Use my child's image on the school website		
3	Use my child's image on the school social media pages		
4	Record my child's image on video to use on the school website		
5	Record my child's image on video to use on the school's social media pages		
6	Allow my child to appear in the media as part of school's involvement in an event (please refer to 'Conditions of Use' overleaf)		
7	Sharing my child's data, such as name, form and admission number, with a school-appointed external photography company for official school images which are available to purchase.		

**I have read and understand the 'Conditions of Use' as stated below.
I have provided publicity consent as indicated above and the school may use images and videos of my child in line with my consent accordingly.**

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date:

Conditions of use

1. This form is valid for the entire academic year. We will ask you to review / reconfirm your permissions on an annual basis.
2. It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended. You may do this by emailing data.protection@priory.lancs.sch.uk. A new form will be supplied to you to amend your consent accordingly and provide a signature. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.
3. The school will not re-use any photographs or recordings after a reasonable time once your child has left the school without further consent being sought.
4. The school will not use personal details or full names of any pupil in an image or video, on our website / social media pages, in our school prospectus or in other publications and marketing materials.
5. We may include pictures of pupils and teachers that have been drawn by pupils.
6. The school may use work created by pupils.
7. We may use group or class photographs or footage with very general labels, such as 'a science lesson'.
8. We will only use images of pupils who are suitably dressed.
9. Parents should note that websites can be viewed throughout the world and not just in the United Kingdom, where UK law applies.

Notes on use of images by the media

If you give permission for your child's image to be used by the local media then you should be aware that:

- The media will want to use any printed, digital or broadcast media pictures that they take alongside the relevant story;
- It is likely that they will wish to publish the child's name, age and the school name in the caption for the picture (possible exceptions to this are large group or team photographs);
- It is possible that the media will re-publish the story on their website, or distribute it more widely to other newspapers or media organisations.

Please note:

To support the school in the identification of its pupils, a head and shoulders photograph of all children will be taken at enrolment in Year 7 and again at Year 9 and Year 11, for internal use only. This will be stored on the School Information Management System (SIMS) and will not be shared with external organisations. Under the UK General Data Protection Regulations, your consent for this purpose does not need to be sought.

Questions relating to this form should be forwarded to - data.protection@priory.lancs.sch.uk