



# Shenstone Lodge School

## PRIVACY NOTICE FOR PUPILS GENERAL DATA PROTECTION REGULATION

### 1. Your personal data

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. Shenstone Lodge School is the 'data controller' for the purposes of data protection law, which means that we control how we process your data. If you have any questions about how the School processes your data, you have a Data Protection Representative at your School, who is Neil Toplass.

As public organisation, we must employ a Data Protection Officer; the Data Protection Officer for Shenstone Lodge School is Neil Toplass, his role is to oversee your School's information processing activities.

### 2. The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you when you are at the School. For the same reasons, we get information about you from other sources too, such as other schools, the local council and the government.

This information includes:

- Your contact details, such as your name and address
- Your date of birth and gender
- Details for your emergency contacts
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background, religion, any special educational needs, free school meals
- Any medical conditions you have, including physical and mental health
- Details of any behaviour issues or exclusions
- Details of how the School can support you
- Photographs
- CCTV images
- Workbooks and planners

### **3. 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 and ensure you are safe

### **4. Our legal basis for using this data**

We will only collect and use your information when the law and our policies allow us to. Most often, 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:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

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.

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 personal information.

### **5. 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.

### **6. How we keep 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.

We have a Compliant Records Management Policy which sets out how long we must keep information about pupils. You can request a copy from Neil Toplass.

### **7. Data sharing**

We do not share personal information about you with anyone outside of the School without permission from you or your parents/carers, unless the law and our policies allow us to do so. Permission will be sought using our data collection forms. The School ensures that all third party organisations handle your data in accordance with data protection law.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority, Staffordshire County Council – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions, health and safety and financial purposes.
- The Department for Education (a government department)
- Your family and representatives - to support your health and welfare, behaviour, safety and progress.
- Educators and examining bodies – to ensure that we can assess your progress and achievements.
- Ofsted – to ensure that we provide you with quality learning.
- Suppliers and service providers, including professional bodies, professional advisers and consultants – so that they can provide the services we have contracted them for.
- Financial organisations – to enable the School to show how we spend our money.
- Our auditors – to ensure that we comply with finance, data protection and health and safety.
- Survey and research organisations – to gather your feedback about the School.
- Health authorities and health and social welfare organisations – to ensure we support your health and wellbeing.
- Charities and voluntary organisations – to enable the School to provide you with more opportunities.
- Police forces, courts, tribunals – to ensure the School meets legal requirements.

### **National Pupil Database**

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.

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 data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data. You can also contact the Department for Education if you have any questions about the database.

### **Youth support services**

Once you reach the age of 13, we are legally required to pass on certain information about you to the local authority and youth support services as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it 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 the local authority and youth support services.

## **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## **8. Your rights**

### **How to access 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 to another organisation electronically in certain circumstances.

If you want to make a request please contact our Data Protection Lead, Neil Toplass.

### **Your other rights over your data:**

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
- 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

## 9. Queries and 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. We would encourage you to do so in the first instance.**

**Email** – [headteacher@shenstonelodge.co.uk](mailto:headteacher@shenstonelodge.co.uk).

**Telephone** – 01543 480 369

If you have any further questions, concerns or would like more information about anything mentioned in this privacy notice, please contact The Academy Trust **data protection officer**:

➤ Trina Lawlor – [trina.lawlor@manorhallacademy](mailto:trina.lawlor@manorhallacademy)

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

## **10. Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please talk to our Data Protection Lead or contact our Data Protection Officer.