

## **PUPIL PRIVACY POLICY**

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.

We, Rida Boys' High School are the 'data controller' for the purposes of data protection law.

Our data protection officers are Anis Dadu/ Anisa Patel

### **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 attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

### **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

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

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

- We need to comply with the law

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- 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/guardians 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/ guardians 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/ guardians, 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.

### How we store this data

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.

The [Information and Records Management Society's toolkit for schools](#) sets out how long we keep information about pupils.

Alternatively contact the DPO

### Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/guardians, 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:

- **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)** – we share data with the Department for Education on a statutory basis. We are required to share information about you with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.
- **Your family and representatives** – to enable us to contact others in the event of an emergency (we will assume that you have checked with the individuals before you supply their contact details to us)
- **Educators and examining bodies** – to deliver and administer your education, record the details of your studies (including and placements with external organisations), and determine /confirm your academic achievements (e.g. results, prizes). We need to tell the appropriate teachers if you are allergic to something or might need extra help with some tasks.
- **Our regulator** (the organisation or "watchdog" that supervises us), (e.g. Ofsted, Independent schools Inspectorate)- to monitor the school's performance and to intervene or assist with incidents as appropriate. Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Ofsted also uses information about

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*the views of children and young people, to inform children's services inspections in local authority areas.*

- **Suppliers and service providers** – *so that they can provide the services we have contracted them for*
- **Financial organisations** – *to administer the financial aspects of your relationship with us and any funders.*
- **Central and local government** – *to give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend and to provide reference to potential employers of past students.*
- **Health authorities** – *We need to share information about your health and wellbeing with the NHS, Department of Health, the school nurses, immunization team, school GP, Public Health etc... to safeguard and promote pupil health and welfare, prevent the spread of infections, and to protect against life threatening diseases some of which may pose a public health concern. The NHS also use information about you for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them.*
- **Security organisations** – *to operate security (including CCTV) in accordance with the school's CCTV policy; and where otherwise reasonably necessary for the school's purposes, including to obtain professional advice and insurance for the school*
- **Health and social welfare organisations** – *to safeguard your welfare and provide appropriate pastoral (and where necessary, medical) care, and take appropriate action in the event of an emergency, incident or accident, including by disclosing details of your medical condition where it is in your interest to do so: for example, for medical advice, social services, insurance purposes or to organisers of school trips;*
- **Professional advisers and consultants** – *to assist the school in fulfilling its obligations and to help the school run properly. We might need to share your information with them if this is relevant to their work.*
- **Police forces, courts, tribunals** – *to fulfil and monitor our responsibilities under equalities, immigration and public safety legislation. We will need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other pupils at the school. We need to share information with the police or our legal advisers if something goes wrong or help with an enquiry. For example, if one of your classmates is injured at school or if there is a burglary.*
- **Professional bodies** – *in accordance with Data Protection Law, some of the school's processing activity is carried out on its behalf by third parties, such as IT systems, web developers and cloud storage. Where possible this is subject to contractual assurances that personal data will be kept securely and only in accordance with the schools' specific direction.*

### **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.

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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.

## 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 officer.

### 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
- Claim compensation if the data protection rules are broken and this harms you in some way

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## 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.

You can also complain to the Information Commissioner's Office: <https://ico.org.uk/concerns/>

## 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:

- Anis Dadu/ Anisa Patel

*This notice is based on the [Department for Education's model privacy notice for pupils](#), amended to reflect the way we use data in this school.*