



St Richard Gwyn Catholic High School

PRIVACY NOTICE FOR PUPILS

Why are we giving this to you?

As your school, we need to use information about you and we do this for a number of reasons. This privacy notice explains how we use the information about you, why, what we do with it and what rights parents and pupils have. We explain below how the school will keep your information safe.

If you would like to know anything about what the school does with information about you, then please ask your teacher or speak to your parents/carers and ask to contact the school. The school wants you to feel free to raise any questions.

There is a person called the Data Protection Officer at the school. They can answer any questions you have about what the school does with your information. If you or your parent/carers wish to speak with them they can be contacted at:

David Bridge – david@gdbr.co.uk

Statement

During your time at the school, we will use the information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as 'personal data'. This will include data that we obtain from you directly and data about you which we may obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school.

Anything that the school does with your personal data is known as 'processing' your personal data.

What information do we use about you?

We collect, hold and share the following information about you;

- Name, address, telephone and email contact details
- Date of birth
- Assessment details
- Details of your previous or future schools
- Unique pupil reference number
- Behavioural information
- Language(s)
- Nationality
- Country of Birth

- Eligibility for free school meals
- Photographs
- Attendance information
- CCTV images
- Services Children (if applicable)
- Post-16 information such as UCAS references and Bursary details (if applicable)

We will also collect, hold and share and otherwise use some of the information about you which is special, 'special category personal data' and we will take extra care to ensure that this is kept safe:

- Racial or ethnic origin
- Religious beliefs
- Special educational needs and disability information
- Medical/Health information / Dietary requirements
- Biometric data
- Information relating to keeping you safe
- Gender

Where do we get this information from?

We receive this information from:

- You
- Your parents/carers
- Teachers and other staff
- People from other organisations such as doctors, the local authority or a previous school

Why do we use this information?

We use your information for lots of reasons, including:

- To decide who to admit to the School and, if applicable, maintain a waiting list
- To make sure that we provide you with a good education and support you through this;
- To monitor and report on your educational progress and provide additional information to your parents/carers;
- To make sure that we are able to address and support any educational, health or social needs that you may have;
- To make sure that everyone is treated fairly and equally;
- To keep you and everyone at the school safe and secure (providing appropriate pastoral care, including support with safeguarding)
- To deal with emergencies which may involve you;
- To comply with the law regarding data sharing;
- To facilitate school transport and trips.

Some of these things the School must do by law. Other things the School will do so that we can run the School effectively.

Sometimes we may need your permission to use your information. This includes taking pictures or videos of you to be used on our website or newsletters. Before we do these things, we will ask you or if necessary we will ask your parent/carer for permission.

Why do we use special category personal data?

The School may need to use the information about you which is special (as mentioned above), where there is a specific interest to do so, for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have provided us with permission to do so.

There may be circumstances where the School needs to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

Our legal basis for using your information

The School will only use and collect your information when the law allows us to, usually this will be where:

- We need to comply with law;
- We need to use it to carry out a task to provide you with an education
- Your parents or carers have given us permission to use the information in a certain way
- We need to protect you or someone else.

Where we have your permission or your parents/carers permission, this may be withdrawn at anytime. We will make this clear when we ask for permission and advise how to withdraw permission.

How long will we hold information about you?

The School will hold information relating to you only for as long as necessary. How long we need to hold on to the information will depend on the type of information. If you change school, we will usually pass your information across to your new school or college. For more information, you can review the schools Document Retention guidelines, available on the School website.

Who will we share your information with?

We will routinely share your information with;

- Parents / carers
- Schools or educational institutes that you may attend after leaving us;
- our local authority Flintshire County Council;
- Your home local authority (if your home is in a different local authority area);
- the Department for Education (DfE);
- school governors;
- Assessment bodies such as exam boards and Testing Agencies.

From time to time, we may also share pupil information with other third parties

including the following:

- the Police and law enforcement agencies;
- NHS health professionals including the school nurse, educational psychologists,
- Education Welfare Officers;
- Courts, if ordered to do so;
- the National College for Teaching and Learning;
- the Joint Council for Qualifications;
- Prevent teams in accordance with the Prevent Duty on academies;
- other academies, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;
- Diocesan Officers at the Diocese of Wrexham for the purposes of receiving educational support;
- the school chaplain;
- UCAS
- our legal advisors;
- our insurance providers;

Keeping your information safe

It is very important that only people who need to use your information can see it. The School keeps your information safe by:

- ensuring that only authorised people have access to it;
- it is transmitted in a safe and secure manner
- ensuring that we have policies and controls in place to ensure that personal data is not lost, accidentally destroyed, misused or disclosed.

We do not share information about you with anyone without consent unless the law allows us to do so.

Your rights in relation to your information

You may ask to see the information that the School holds about you. If you wish to do this, you should contact the Data Protection Officer David Bridge.

You also have the right to:

- object to what we are doing with your information;
- prevent processing for the purpose of direct marketing;
- have inaccurate or incomplete personal data rectified, blocked, erased or destroyed;
- ask us to stop doing certain things with your information, in some cases;
- ask that decision about you are not made using automatic systems;
- claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights.

If you feel it is necessary to do any of the above, you can contact the Data Protection Officer David Bridge.

The School does not have to meet all of your requests and will let you know where we are unable to do so.

Concerns

If you have a concern about the way we are collecting or using your personal data, you can also contact an outside agency, the Information Commissioner's Office who could also help you at <https://ico.org.uk/concerns>