



Privacy Notice-
Pupils 13+

Higham Lane School

Document Date: May 2018

Helping Learners Succeed

Privacy Notice

Why are we giving this to you?

As your School we need to use information about you. We do this for a number of reasons. This document tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the School keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher, or speak to your parents or carers and ask them to contact the School. The School wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer for the School. They can answer any questions you have about what the School does with your information. If you, your parents or carers want to speak to the Data Protection Officer, then you can do so at:

Data Protection Officer
Higham Lane School
Shanklin Drive
Nuneaton
Cv10 0BJ
Tel: 02476 388123
dpo@highamlaneschool.co.uk

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal data that we hold about them. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. Under data protection law we are required to publish this data. We comply with individuals’ right to be informed about how the School uses any personal data by providing ‘privacy notices’. This Privacy Notice explains how we process (collect, store, use and share) personal data about our pupils.

What personal data do we use about you?

We will collect, hold, share and otherwise use the following personal data about you:

- Name, address and date of birth
- Telephone and email contact details
- Assessment information
- Details of previous/future schools
- Unique pupil number
- Behavioural information
- Country of birth, Nationality and language
- Eligibility for Free School Meals
- Attendance information
- Photographs
- CCTV images

We will also collect, hold, share and otherwise use some information about you which is “special category personal data” and we will take extra care to make sure that this is kept safe:

- Racial or ethnic origin
- Religious beliefs
- Special educational needs and disability information

- Medical / health information
- Dietary requirements
- Information relating to keeping you safe
- Biometric data such as your fingerprint

Why do we use special category personal data?

We may need to use the information about you which is special 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 given us permission to do so.

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

Where do we get this information from?

We get this information from:

- You
- Your parents or guardians, and other children's parents or guardians
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the School safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents or carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the School.

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

How long will we hold information in relation to our pupils?

We will hold information relating to you while you are attending our school. We may also keep it beyond your attendance at our school if this is necessary in order to comply with our legal obligations (the law). Where you change school we will usually pass your information to your new school.

Who will we share your information with?

We do not share information about you with any third party without consent (permission) unless the law and our policies allow us to do so. We may give information about you to:

- Other schools or educational institutions you may attend or require support from or Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes

- The Department for Education and/ or Education Skills Funding Agency (EFSA) as required by the law
- Contractors, to enable them to provide an effective service to the School, such as school meal providers or external tutors
- Youth support services - Once you reach the age of 13, we are legally required to pass on certain information about them to Prospects Services who operate on behalf of Warwickshire Country Council. Prospects Services 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. Pupils once aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to Prospect Services.

Keeping this 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 following the procedures detailed in the Data Protection Policy for the School.

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should contact your teacher, the Data Protection Officer for the School or the Headteacher.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the academy in certain circumstances where you have suffered as a result of the School breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with the Headteacher or the Data Protection Officer for the School. The School does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data then you can speak with the Headteacher or Data Protection Officer, or if necessary you or your parent or carer can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer
 Higham Lane School
 Shanklin Drive
 Nuneaton
 Cv10 0BJ
 Tel: 02476 388123
dpo@highamlaneschool.co.uk

Review

The content of this Privacy Notice will be reviewed May 2019