



Privacy Notice-  
Pupils under 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, information such as your address, date of birth and phone number. We call this information personal data. We do this for lots of reasons and here we tell you what information we use about you and why we use it. It is very important that information about you is kept safe, so here we tell you how we collect the information, how we will record it, how we will use it and how we keep it 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/carers and ask them to contact the School. The School wants you to feel free to raise any questions at all.

Sometimes the School has to give your information to other people, like the government, but we will only do that when the law says that we have to or where necessary when your parents/carers say it's ok. When your data is given to someone else they must look after it and keep it safe.

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](mailto: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. This Privacy Notice explains how we process (collect, store, use and share) personal data about our pupils.

## What information do we collect and use about you?

The sorts of information that we collect, use and share about you include:

- Your personal information – things like your name and address
- Your characteristics – things like where you are from, what language you speak
- Your attendance information – how many times you missed school and why you couldn't come to school
- Your assessment information - your test results
- Some of your medical information - times you've been ill and anything special about you that we need to know about to keep you safe
- Behavioural information - the number of times you've received sanctions and why
- Photographs – we will ask your parents if it is ok for us to take and use pictures of you, for example on display boards or on the School's website.

There are also some kinds of information about you which is more private and we will take extra care to make sure that this is kept safe, this is information like:

- Your family background (race or ethnic origin)
- Religious beliefs
- Special educational needs and disability information
- Medical / health information

- Special food needs
- Information relating to keeping you safe
- Special information such as your fingerprint used in School for the canteen

## **Do you have to give us your information?**

You have to give us quite a lot of the information, but there is some information that your parents/carers can choose whether to let us have or not.

When we ask for information that you don't have to give us, we will ask for your parents / carers permission and let you know why we want it and what we will do with it. If they don't want us to have the information, that is their choice.

## **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 collect and use your information?**

We will only collect your information when we need it to help us do our job or follow the law. This will include information that you give us and information that we get from other people about you. We might also need to keep hold of the information for a while after you leave the School.

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 help you with any 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/carers

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 your parent/carer for permission.

## **How long will we hold information about you?**

We will hold information relating to you while you are attending our School, but we don't keep it forever, only for as long as we need it to help us do the things we need it for. We have a policy that tells us when to keep it and when to get rid of it safely.

## **Who will we share your information with?**

We may give information about you to:

- Other schools or the local authority to help us with your education
- The National Health Service (NHS) and our health and safety advisors to help us keep you safe
- The Government department in charge of all schools - The Department for Education
- People who provide services to the School, such as meals or tutors

## 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 and your parents/carers 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:

- Be told how we use your information
- Ask us to change information you think is wrong
- Ask us to remove information when it's not needed any more
- Ask us to only use your information in certain ways
- Tell us you don't want your information to be used

If you want to do any of these, you can speak with the Headteacher or the Data Protection Officer for the School. The School may not have to do them but we will let you know if we can or if we can't.

## Concerns

If you are worried 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/carer can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.

## Four Important things to Understand

Now that you have read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job
- We may share your information with others, but only when we really need to
- We will ask for permission to share your information whenever you have a choice
- You can tell us not to share your information, even when you have said yes before

If you have any questions, your Headteacher or School's Data Protection Officer will be happy to help you.

## Review

The content of this Privacy Notice will be reviewed May 2019