



## GDPR Schools - Privacy Notice for Pupils and Parents

This notice tells you about how our school uses personal information we hold about you. It is called a 'Privacy Notice'.

It explains how we collect, store and use personal data about you.

We, St Mary Redcliffe and Temple School (SMRT), are the 'data controller' for the purposes of data protection law.

Our data protection officer is Clive Mackintosh (see 'Contact us' below).

### Categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographs
- CCTV images

### Why we collect and use pupil information

We hold most of your personal information, so we can provide a safe, secure learning environment within school and, of course to enable us to provide the education service required by law.

We also receive information about you from some other places like other schools, the local Education Authority or Department for Education.

We collect and use pupil information, for the following purposes:

- a) To support pupil learning
- b) To monitor and report on pupil attainment progress
- c) To provide appropriate pastoral care
- d) To assess the quality of our services
- e) To keep children safe (food allergies, or emergency contact details)
- f) To meet the statutory duties placed upon us for DfE data collections
- g) Get in touch with you and your parents when we need to
- h) Track how well the school is performing
- i) To inform you of school news, trips, events and another curriculum activity

### Lawful basis for processing your information

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 (to provide you with an education)

Sometimes, we may also use your personal information where:

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

Where we have got consent to use your data, you or your parents/carers may withdraw this at any time by contacting Liz Jackson, SIMS and Data Manager via email

[jacksone@smrt.bristol.sch.uk](mailto:jacksone@smrt.bristol.sch.uk)

## **How we store pupil 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.

We have a records retention policy which sets out how long we must keep information about pupils. This policy is reviewed regularly to ensure that we are only retaining your data for so long as is necessary and by law. Most of your information is retained in our electronic schools information management system and may also be stored in a set of manual filing systems and records.

For more information on our data retention schedule and how we keep your data safe, please contact Ian Morris, School Business Manager via email [morrisi@smrt.bristol.sch.uk](mailto:morrisi@smrt.bristol.sch.uk)

## **Who we share pupil information with**

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under the EU General Data Protection Regulation or Data Protection Act 2018 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
- Educators and examining bodies
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- **National Pupil Database**
  - We are required to provide information about you to the Department for Education as part of data collections such as the school census.



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- 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

## **Youth support services**

### **Pupils aged 13+**

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via encrypted email and is stored in password protected files or locked cabinets and is held for the duration of the child's stay in school.

### **Pupils aged 16+**

We will also share certain information about pupils aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

Data is securely transferred to the youth support service via secured email and is stored in password protected files or locked cabinets and held for 25 years + the date of birth of the pupil.

## **Requesting access to your personal data -Your data subject rights**

### **How to access your personal information**

You can find out what personal information we hold on you, and why and how we use it, by making a '**subject access request**'.

If we do hold information about you, we will:



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- 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

If you wish to make a request, please contact our Office of Data Protection (details below)

## Your other data rights

You have certain 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 literature
- 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

To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer (details below)

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Complaints

You have the right to complain 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 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

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the **Office of Data Protection** via email or in writing

- Email: [Odp.schools@bristol.gov.uk](mailto:Odp.schools@bristol.gov.uk)
- Address: Office of Data Protection, Bristol City Council, City Hall, College Green, Bristol. BS1 5TR