

# Pickwick Academy Trust



## Privacy Notice for Primary School Pupils and their families

**Last reviewed: March 2021**      **Review Cycle:** 24 months or as required

### Relevant Legislation:

This document has been prepared in accordance with the Data Protection Act 2018, the UK General Data Protection Regulation and other related legislation and applies to all schools and operations of Pickwick Academy Trust.

This privacy notice explains our commitment to data protection, privacy and confidentiality relating to the collection and processing of personal information.



### What's this about?

A new law has been passed that helps keep your information safe – things like your address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons, and the new law tells them exactly what they can do with your information. We collect some information about our pupils, like you. It is our job to tell you how we will collect the information, how we will record it and how we will use it.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

- **Data controller:** This person (or group of people, like a school) is in charge of the information we collect.
- **Data processor:** This person processes information for the data controller.
- **Data protection officer (DPO):** This person makes sure we do everything the law says. You can contact the school's DPO at: [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk)
- **Personal data:** This means any information that can be used to identify someone, such as your address and date of birth.



### Who looks after your information?

The school is the data controller of the personal information you give us – we decide how and why your information is collected and used.

Sometimes the school has to give your information to other people, such as the government, but it will only give them your information when you say it's ok or when the law says that they have to. When your data is given to someone else, they must look after it and keep it safe.

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## Why do we collect your information?

We will only collect your information when we need it to help us do our job or to follow the law. Here are a few examples of why we collect information:

- To support your wellbeing and development
- To manage any special educational, health or medical needs you may have
- To assess your progress and identify any areas that might need additional support
- To contact the right person in case of an emergency
- To support your learning
- To comply with the law regarding data sharing



## What information do we collect?

The type of information we collect, hold and share include the following:

### Your personal information

- This is things like your name and address.

### Your characteristics

- This means information about you, like where you're from, what language you speak and things like that.

### Your attendance information

- We will also record how many times you missed school and why you couldn't come to school.

### Your assessment information

- We collect your test results when you sit a big test or exam.

### Your medical information

- We keep information about any times you've been ill and any special conditions you have that we need to know about to keep you safe.

### Your special educational needs

- We collect information that helps us teach you better, such as any special educational needs you may have.

### Behavioural information

- We record the number of times you've been excluded and why.

### Photography

- Using photographs of you counts as processing your personal data. Before we take or use any photographs we will ask you (if you're old enough) or a parent to give permission for us to take and use pictures of you. We might use your pictures on display boards or on the school's website.

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## **What is our legal basis for using your data?**

We will only collect and use your information when the law allows us to, most commonly we process it when:

- We need to comply with a legal obligation
- We need to perform an official task in the public interest

Less commonly we may also use your information when:

- We have been given consent to use it in a certain way, for instance your photo
- We need to protect your vital interests, for instance in the case of an emergency



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

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have, or not.

When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice. Remember that we will only ask you for what we need to provide you with a fully rounded education.



## **How long will we keep your information?**

We don't keep it forever, only for as long as we need it, to help us do the things we needed it for. We also have a thing called a data retention policy, this tells us how long we must keep information for and what to do with it when we don't need it anymore. If you would like to know more about how we do this, you can ask the Data Protection Officer.



## **Will your information be shared?**

We won't share your information with anyone else without your permission, unless the law says we can or should. Sometimes we have to share your information. We normally have to share it with the people in charge of all schools, the Department for Education (DfE). They may ask us to share things like:

- Information about the pupils at the school, you might know it as the school census
- Attendance figures
- Performance data

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They store some of their information in the National Pupil Database, and then share some of it with people looking to help schools and pupils like you. But don't worry, the database is safe, and your information won't get lost or given to anyone who shouldn't have it.

Where it is legally required, or sometimes for other reasons allowed under data protection law, we may share personal information about you with:

- Our local authority
- Your family or people who care for you
- Educators and examining bodies
- Ofsted, our regulator (the people that make sure we are doing a good job)
- Health authorities or health and social welfare teams (the people who make sure you are kept safe)



## **How do we keep your data safe?**

We keep your information safe while you are at our school. We may also keep it after you have left the school, where we are required to by law. We use computer systems that are protected with passwords and other clever things that make sure only people who are allowed to see your information can access it.



## **What are your rights?**

Your parents have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it is not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you do not want your information to be processed.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time. Phone the school or ask the Data Protection Officer for a form called a Subject Access Request and they will help with any questions you may have.

Where we have got permission to use your data, your parents 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.

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## Remote learning?

Because some schools are not fully open during the COVID-19 pandemic, we have to provide remote education for you if you are self-isolating or perhaps if the school isn't fully open. There is more information about how this works on the school website.



## Who to speak to?

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer on [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk).

If you want to speak to somebody not at the school, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113.



## Finally, four important things to understand

Now you've read this, we hope you understand that:

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

## Last updated:

We may need to add extra information to this privacy notice from time to time, so feel free to pop back to the school website to check from time to time. This version was last updated on 1<sup>st</sup> March 2021.