

## Pupil Privacy Notice



### Why are we giving this to you?

As your Trust/School we need to use information about you. We do this for a number of reasons. This form 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 Trust/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/carers and ask them to contact the Trust/School. The Trust/School wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer (DPO) at the Trust. They can answer any questions you have about what the Trust/School does with your information. If you or your parents/carers want to contact them, then you can contact Charlotte Shepard by e-mail at [DPO@advancetrust.org](mailto:DPO@advancetrust.org).

### Policy Statement

We are Advance Trust. During your time with us at one of our schools, we will use 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 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 we do with your personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

Data	Legal basis for holding data?	How long will information be held for?
Personal information including name, address, telephone and email contact details, and Unique pupil number	<a href="#">Lawful basis in GDPR Article 6, Section 1</a>	See section on Page 3
Characteristics including ethnicity, nationality, country of birth, language(s) and eligibility for free school meals	<a href="#">Lawful basis in GDPR Article 6, Section 1</a>	See section on Page 3
Photographs and CCTV images	<a href="#">Lawful basis in GDPR Article 6, Section 1</a>	See section on Page 3
Assessment, behavioural and attendance information	<a href="#">The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437</a>	See section on Page 3
Details of previous/future schools	<a href="#">The Education (Pupil Information) (England) Regulations 2005 SI 2005 No. 1437</a>	See section on Page 3

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

Data	Legal basis for holding data?	How long will information be held for?
Racial or ethnic origin	Equality Act 2010 <a href="#">Lawful bases in GDPR Article 9, Section 2</a>	See section on Page 3
Medical / health information, Dietary requirements and Sexual Orientation	<a href="#">Lawful bases in GDPR Article 9, Section 2</a>	See section on Page 3
Religious beliefs	<a href="#">Lawful bases in GDPR Article 9, Section 2</a>	See section on Page 3
Special educational needs and disability information	<a href="#">Lawful bases in GDPR Article 9, Section 2</a> Limitation Act 1980 Section 2 Education Act 1996 Special Education Needs and Disability Act 2001 Section 1 & 2	See section on Page 3
Information relating to keeping you safe	Keeping Children Safe in Education Statutory Guidance for schools and colleges September 2016 Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children March 2015 <a href="#">Lawful bases in GDPR Article 9, Section 2</a>	See section on Page 3

### Where do we get this information from?

We get this information from:

- You
- Your parents/carers, and other children’s parents/carers
- 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/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.

### **Why do we use special category personal data?**

We need to use the information about you which is special (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. There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests.

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

We will hold information relating to you only for as long as necessary in line with the [Information and Records Management Society's \(IRMS\) Toolkit for Schools](#) adopted DfE best practice. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school.

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

We will share information about you with:

- Other schools or educational institutions you may attend or require support from 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 ESFA 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

### **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:

- Installing a firewall and virus checker on all computers
- Using strong passwords
- Keeping devices under lock and key when not in use
- Encrypting any personal information held electronically
- Disabling any 'auto-complete' settings
- Ensuring that a hard drive is erased securely if it is being physically disposed of
- Holding telephone calls in private areas
- Checking the security of storage systems
- Not leaving papers and devices lying around
- Shredding all confidential waste

### **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 speak to your Class Teacher first.

In certain circumstances, 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 school 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 Data Protection Officer (DPO) Charlotte Shepard, you can contact her by e-mail at [DPO@advancetrust.org](mailto:DPO@advancetrust.org). 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 contact the Data Protection Officer (DPO), 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/>.

Please complete and return the reply slip to school.



Vale of Evesham School  
a specialist school for cognition and learning - enabling inclusion in the community

Advance Trust, a Charity and Company limited by guarantee, registered in England and Wales Company number 08414933  
whose registered office is at Vale of Evesham School, Four Pools Lane, Evesham, Worcs, WR11 1BN  
Telephone: (01386) 442753 [enquiries@advancetrust.org](mailto:enquiries@advancetrust.org) [www.advancetrust.org](http://www.advancetrust.org) Executive Principal: Liz Hayward

REPLY SLIP

I declare that I have received a copy of the Pupil Privacy Notice.

Name of Pupil: .....

Signature of Pupil: .....

Date: .....