



# Steining Grammar School

## Pupil Data Privacy Notice

### Introduction

On the 25th May 2018 the General Data Protection Regulations (GDPR) will come into force.

Steining Grammar School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z7301602).

Our Data Protection Policy can be found on the school website – <http://www.sgs.uk.net/data-protection/110396.html>

### 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 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 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 school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer at the school. They can answer any questions you have about what the school does with your information. If you or your parents/carers want to speak to them, they can be contacted as follows:

Mrs J M Burroughs, Steining Grammar School, Shooting Field, Steining, West Sussex, BN44 3RX

Tel: 01903 814555

E-mail: <mailto:dpo@sgs.uk.net>

### Policy Statement

We are Steining Grammar School. During your time with us, 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 collect about you?

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

<ul style="list-style-type: none"><li>Name</li></ul>	<ul style="list-style-type: none"><li>Telephone and email contact details for you and for those who have parental responsibility for you</li></ul>	<ul style="list-style-type: none"><li>Date of Birth</li></ul>
<ul style="list-style-type: none"><li>Address</li></ul>	<ul style="list-style-type: none"><li>Assessment information</li></ul>	<ul style="list-style-type: none"><li>Details of previous/future schools or where you go after you leave the school</li></ul>
<ul style="list-style-type: none"><li>Unique pupil number</li></ul>	<ul style="list-style-type: none"><li>Behavioural information</li></ul>	<ul style="list-style-type: none"><li>Language(s)</li></ul>
<ul style="list-style-type: none"><li>Nationality</li></ul>	<ul style="list-style-type: none"><li>Country of birth</li></ul>	<ul style="list-style-type: none"><li>Eligibility for free school meals</li></ul>
<ul style="list-style-type: none"><li>Photographs</li></ul>	<ul style="list-style-type: none"><li>Attendance information</li></ul>	<ul style="list-style-type: none"><li>CCTV images</li></ul>

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

<ul style="list-style-type: none"><li>Racial or ethnic origin</li></ul>	<ul style="list-style-type: none"><li>Religious beliefs</li></ul>	<ul style="list-style-type: none"><li>Special educational needs and disability information</li></ul>
<ul style="list-style-type: none"><li>Medical / health information</li></ul>	<ul style="list-style-type: none"><li>Genetic and biometric data</li></ul>	<ul style="list-style-type: none"><li>Information relating to keeping you safe</li></ul>
<ul style="list-style-type: none"><li>Sexual life</li></ul>	<ul style="list-style-type: none"><li>Sexual orientation</li></ul>	<ul style="list-style-type: none"><li>Dietary requirements</li></ul>

## 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
- Other pupils
- People from other organisations, like doctors, the Department for Education 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 your learning and welfare
- 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 for educational purposes or, for example, to put on our website or in the newspaper. Before we do these things we will ask you and/or if necessary your parent/carer for permission.

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

We may 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.

We may also use this information where you have given us permission to do so for the other purposes identified in the permission.

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.

## **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 relation to the purposes for which they are collected. How long we need to hold on to any information will depend on the type of information.

Information will be held in accordance with the Information and Records Management Toolkit, Retention Guidelines (see Schedule 1 of our Data Protection Policy).

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

We may give information about you to:

- 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
- Third parties that provide services on our behalf
- Third parties with whom we have a legal duty to co-operate
- NHS/School Nurse

More information on this can be found in Schedule 2 of the Data Protection Policy.

We will seek your specific consent if any third party based outside the EEA (European Economic Area) asks us to share information with them.

### **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:

- Maintaining strong technical and organisational measures in relation to our IT/Network services
- Ensuring files/papers are securely locked away

### **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:

Mrs J M Burroughs, Business Manager, Steyning Grammar School, Shooting Field, Steyning, West Sussex, BN44 3RX

E-Mail: <mailto:dpo@sgs.uk.net>

You also have the right to:

- 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;
- make a claim, if you have suffered as a result of the school breaching your data protection rights, in certain circumstances; and
- object to what we are doing with your information.

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

## **Withdrawal of consent**

The lawful basis upon which the school process personal data is that it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

## **Concerns**

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