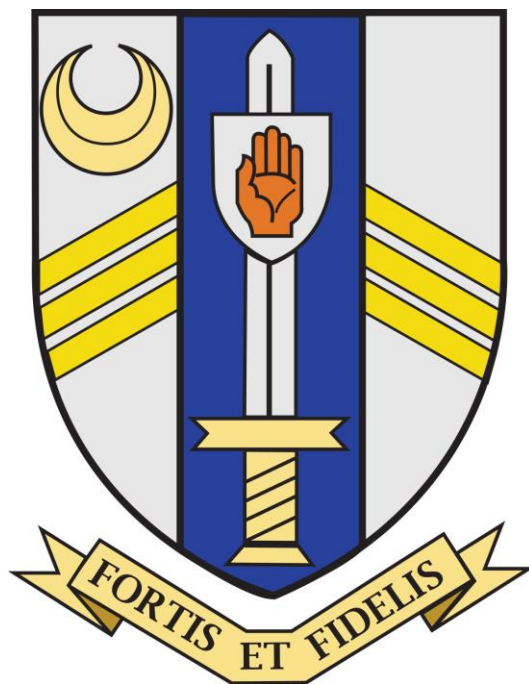


Sir John Nelthorpe School



Privacy notice for pupils, students, parents and carers (use of your personal data)

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Consultations/Training	R Biglands, Governors

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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils, students, parents and carers of pupils at our school**.

We, Sir John Nelthorpe School, Grammar School Road, Brigg, DN20 8AA – Tel 01652 656551 Email: admin@nelthorpe.org.uk, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is The DPO Centre (see 'Contact us' below).

Day to day data queries can be directed to the School Business Manager at the School via email to admin@nelthorpe.org.uk or via telephone to 01652 656551

2. The personal data we hold

We collect pupil information via registration forms and Common Transfer File (CTF) or secure filetransfer from previous schools

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Personal information – e.g. names, contact numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions
- Trips and Visits information e.g. passport number
- Meals/dietary information
- Identity management including CCTV and biometrics
- Photographs – these will be used to aid our records management, attendance procedures
- Parents or carers contact details
- Contact details and contact preferences (such as your name, address, email address and telephone numbers)
- Bank details
- Details of your family circumstances
- Details of any safeguarding information including court orders or professional involvement
- Records of your correspondence and contact with us
- Details of any complaints you have made

- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Photographs and CCTV images captured in school

We may also hold data about you that we have received from other organisations, including other schools, local authorities, the Department for Education and social services.

3. Why we use this data

Sir John Nelthorpe School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

We use the data listed above to:

- a) Report on attainment and progress
- b) Keep you informed about the running of the school (such as emergency closures) and events
- c) Process payments for school services and clubs
- d) Provide appropriate pastoral care
- e) Protect pupil welfare
- f) Assess the quality of our services
- g) Carry out research
- h) Comply with our legal and statutory obligations
- i) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- j) Admit pupils to the school (admissions)
- k) Support pupil learning
- l) Monitor and report on pupil attainment progress
- m) Keep children safe (food allergies, or emergency contact details)
- n) Meet the statutory duties placed upon us by the Department for Education
- o) Comply with the law regarding data sharing
- p) Monitor onward journey of pupils / students after leaving education (including alumni/reunion)
- q) Support pupils / students in their future careers and provide associated guidance
- r) Provide appropriate products and services to pupils / students during their education (catering/ trips)
- s) Support pupils / students in attending before and after school clubs and enrichment activities
- t) Get in touch with you and your parents or carers when we need to
- u) Enable use of our biometric fingerprint systems (canteen)
- v) Marketing purposes including websites, prospectus and social media
- w) Celebrate achievement

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any parents' or carers' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

3.3 Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

4. Our lawful basis for using this data

Sir John Nelthorpe School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent

- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Your children
- Police forces, courts or tribunals

6. How we store this data

We keep personal information about you while your child is attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our data retention policy sets out how long we keep information about parents and carers.

You may request a copy of the data retention policy by emailing the school admin@nelthorpe.org.uk

We have put in place appropriate security measures to prevent your personal information being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

The school is required to share pupil and student data with the Local Authority and the DfE on a statutory basis. We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. We are required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England.
- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The school routinely shares pupils' information with:

- Pupils' destinations
- Our local authority – to meet our legal duties to share certain information such as concerns about pupils' safety and exclusions
- The NHS /health authorities
- Agencies that provide help to students and families
- Security organisations

- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Further education provider / next school
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator (the organisation or “watchdog” that supervises us), Ofsted
- Suppliers and service providers (including online system suppliers) – so that they can provide the services we have contracted them for
- Central and local government
- Our auditors
- Survey and research organisations

In some circumstances, where we need to co-operate with the Local Authority or Government Departments or when we need to investigate complaints we may need to share information to further our objectives.

We will not share your information with any third parties for the purposes of direct marketing.

We use data processors who are third parties who provide elements of services for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

Please note that trainee teachers will be treated as staff whilst they complete their placement with us and therefore have access to the same information. Trainee teachers will not include any personally identifiable data within their course work, and sign a confidentiality agreement prior to commencing their placement. If the trainee wishes to include personally identifiable data, they must seek the consent of the parent/carer and, if appropriate, pupil.

7.1 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

Parents are able to request that only their child's name, address and date of birth are passed to the LA or youth support services, by informing the school business manager via email – admin@nelthorpe.org.uk. Once pupils reach 16 years of age, this right is transferred to them, rather than their parents.

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 securely and is stored and held as per the relevant data retention period.

The information that we share with these parties includes the following:

- Names
- Dates of birth
- Address details
- Pupil progress reports
- Special Educational Needs

For more information regarding services for young people, please visit our LA's website: <http://www.northlincs.gov.uk/people-health-and-care/children-and-young-people/services-for-young-people/>

7.2 Transferring data internationally

We may share personal information about you with the following international third parties, where different data protection legislation applies:

- Government departments or agencies – data transferred on the basis of an adequacy regulation
- Security organisations – data transferred on the basis of an adequacy regulation
- App or cloud server providers – data transferred on the basis of an adequacy regulation
- Filtering and monitoring providers – data transferred on the basis of an adequacy regulation

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- The DPO Centre Ltd, 50 Liverpool Street, London, EC2M 7PR
- Email: hello@dpocentre.com
- +44 (0) 203 797 1289

However, our **data protection lead** is the School Business Manager who has day-to-day responsibility for data protection issues in our school. If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact via email to admin@nelthorpe.org.uk or via telephone to 01652 656551