



## Privacy Notice for Pupils

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, the Diocese of St Albans Multi-Academy Trust, are the 'data controller' for the purposes of data protection law. Our data protection officer can be contacted via email: [dpo@stalbandsmat.co.uk](mailto:dpo@stalbandsmat.co.uk)

### The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- **Personal identifiers and contacts** – e.g. name, unique pupil number, contact details and address
- **Characteristics** – e.g. ethnicity, language and eligibility for free school meals
- **Safeguarding information** – e.g. court orders and professional involvement
- **Special educational needs and disabilities (SEND) information** – e.g. any additional needs
- **Medical and administration** – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- **Attendance** – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- **Assessment and attainment** – e.g. any relevant test and exam results
- **Behavioural information** – e.g. exclusions and any relevant alternative provision put in place
- **Photographic data** – e.g. photos, CCTV images
- **Biometric data** – fingerprints (not in all schools)
- **Post 16** – for pupils over 16 post 16 learning information
- **Post 14** – for pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about learning or qualifications.

This list is not exhaustive.

### Why do we collect and use this information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

We use this data to help run the school, including to:

- To support pupil learning
- To keep pupils' safe
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To meet legal duties placed on us by the government
- To enable use of our biometric systems (not in all our schools)



## Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing pupil information are:

- Legal obligation
- Vital/public interests
- Statutory DfE returns

Sometimes, we may also use your personal information where:

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

Where we have got permission to use your data, you or your parents/carers 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.

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

## How do we collect this information?

Pupil data is essential for the school's operational use. Whilst in most cases the information you, or your parents/carers provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

We collect your personal information via the following methods:

- Registration forms
- Consent forms
- Common transfer file (CTD) from your previous school
- Child protection plans

## How do we store this 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.

Personal data is stored in line with our Data Protection Policy and retained in line with the Trust Records Management Policy.

Data is backed up electronically and shared securely from school to school.

## Data sharing

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 data protection law, we may share personal information about you with:

- The local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department) to meet our legal duties and to carry out a task in the public interest
- Your family and representatives to carry out a task in the public interest
- Educators and examining bodies to carry out a task in the public interest
- Ofsted to carry out a task in the public interest
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations to comply with the law
- Our auditors to comply with the law
- Survey and research organisations to carry out a task in the public interest
- Health authorities to carry out a task in the public interest
- Security organizations to carry out a task in the public interest
- Health and social welfare organisations to carry out a task in the public interest
- Professional advisers and consultants to carry out a task in the public interest
- Charities and voluntary organisations to carry out a task in the public interest
- Police forces, courts, tribunals to comply with the law
- Professional bodies to carry out a task in the public interest

## National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census and the early years census.

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.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

## Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to your local authority or youth support services provider, as it has legal responsibilities regarding the education or training of 13-19 year-olds.



This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to your local authority or youth support services.

## **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

## **Your rights**

### **How to access personal information we hold about you**

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- 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

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact the data protection lead in your school.

## **Your other rights over your data**

You have other 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 materials
- 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
- Claim compensation if the data protection rules are broken and this harms you in some way

## **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know 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 our data protection officer via email: [dpo@stalbandsmat.co.uk](mailto:dpo@stalbandsmat.co.uk)

For general school specific queries, please contact the Data Protection Lead for the school: