PRIVACY NOTICE FOR PUPILS, PARENTS AND GUARDIANS

FOR CLASS SCHOOL LISTS TO BE SENT FROM WILLASTON CE PRIMARY SCHOOL TO CHESHIRE AND WIRRAL PARTNERSHIP:

What do I need to know?

We need to tell you about a law that keeps 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 this law tells them exactly what they are allowed to do with yours.

Your head and teachers collect some information about our pupils, so we have to collect information about you. This is information that means we know how to look after you and make sure we have help you learn.

We want to tell you how we will collect the information, how we will record it and how we will use it.

We may mention different names or terms that you may not be familiar with, such as:

- **Data controller:** This is the school as we are in charge of the information we collect.
- **Data processor:** This is an organisation that helps us to use the information.
- **Data protection officer (DPO):** This is the person who makes sure we do everything the law says. The school's DPO is Mrs Zoe Taylor.
- **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?

We are the data controller of the personal information you and your family give us – that means we look at how and why your information is collected and used.

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

Why do we collect and use your information?

We will only collect your information when we need it to help us do our job in educating you or to follow the law. When we've collected it, here's how we use it:

- To get in touch with you and your parents when we need to
- To support your learning
- To monitor and report on your progress
- To provide appropriate care and support
- To protect your welfare and follow safeguarding procedures

- To assess the quality of our service
- To comply with the law regarding data sharing

What information do we collect?

The type of information that the school collects, holds and shares 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 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.

Some of your medical information - We keep information about any time 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 or extra needs you may have.

Behavioural information - We record any incidents that have happened during school time, this could be 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, for example.

Do you have to give us your information?

You or your family 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 it or not.

When we ask you for information that you don't have to give us, we will ask for your or your parents 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, then we won't use it.

There may be times though, where you may not want us to use your information but we have to, and if that happens we will always tell you and explain why. If you really don't want us to use it you can ask us to show you why we need to use the information.

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 thing we needed it for. We have rules that tells us when to keep it and when to get rid of it.

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 or unless we can show you that we need to so that we can do specific things. We may share information with:

- The Local Authority (the Council) – because we have to share certain information with them to make sure you are safe, healthy, happy and how well you are doing at school.
- The Department for Education when they want to know how well our pupils are doing
- Your family – when we tell them about anything that may have happened in school

- Our regulator, Ofsted, when they come to see how well we teach you
- Central and local government, who need to know things like how many pupils we have and how well you are doing
- Our auditors, who can check the number of pupils eligible for Free School Meals
- Survey and research organisations – but we will make sure they don't know who you are
- Suppliers and service providers – to enable them to provide the services we buy from for, which could be one of the online services you use in class:
    - Breakfast and After School club
    - Evolve
    - Schools Sport Partnerships
    - School Photographer
    - School Transport provider
    - Seesaw
    - TT Rockstars/Numbots
    - Music for Life
    - EdSential
    - PGL
- The NHS – when we tell the school nurse if you need a vaccination
- Health authorities, so they can make sure you are doing well and are healthy
- Health and social welfare organisations, so they know you are safe and happy
- Charities and voluntary organisations, when we ask them to help us with school trips or events
- Police forces, courts, tribunals, if we are asked to give them information to help them do their job better
- Pupils' destinations upon leaving the school – if you leave to go to another school, we will tell your new school all about your time with us

Sometimes we have to share your information with the people in charge of all schools, the Department for Education (DfE). They may ask us to share things like:

- Pupils on roll at the school
- Attendance figures
- Performance data

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 very safe and your information won't get lost or given to anyone who shouldn't have it.

Your parents can ask us to only share your name, address and date of birth, and nothing else, by sending an email or letter to the school office. When you're 13, it's up to you to decide what information you want to share.

What can I do?

You and your parents have certain rights when it comes to the way we handle your information. And these are 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's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't 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.

If you're worried about how we get and use your information, you can speak to Mrs Zoe Taylor at the school, who will be able to help you and answer any questions that you have.

If you or your parents want to speak to somebody not at the school, you can contact the School's Data Protection Officer or the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their live chat.

Would you like to know more?

If you or your parents would like to find out more information about how we and/or the DfE collect, use and store your personal information, please visit our website https://www.willastonceprimaryschool.co.uk/parents/

Four important things to understand

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

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

If you have any questions, Mrs Zoe Taylor will be happy to help you.