



# HEBDEN GREEN COMMUNITY SCHOOL

## Privacy notice for pupils

### What is this about?

There is 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 the law tells them exactly what they are allowed to do with yours.

As your school, we collect some information about our pupils, like you. It's our job to tell you how we will collect the information, how we will record it and how we will use it.

### Who looks after your information?

We, Hebden Green Community School are the 'data controller' of the personal information you give us – this means we look at how and why your information is collected and used.

Our data protection lead is Lauren Leech (see 'Contact us' below).

### What information do we collect?

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:

- Your contact details
- Your progress and achievements - we will collect your test results when you sit a test or exam.
- Your attendance information - we will record how many times you missed school and why you couldn't come to school.
- Your characteristics - we collect information that helps us to teach you better, like where you are from, the language you speak or any special educational needs you may have.
- Some of your medical information - we will keep information about any times you have been ill and any special conditions you have that we need to know about to keep you safe.
- Details of any behaviour issues or exclusions - we record any incidents that have happened during school time, this could be the number of times you have had behavior issues and why.
- 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.
- CCTV images; to keep you safe in school.

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

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

- Get in touch with you and your parents when we need to
- Check how you're doing in school and work out whether you or your teachers need any extra help.

- Track how well the school as a whole is performing.
- Look after your health and wellbeing.

### **Our legal basis for using this data**

We will only collect your information when we need it to help us do our job in educating you, or to follow the law. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

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.

### **Do you have to give us your information?**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there is some information that you can choose whether to let us have it or not.

We will always tell you if it is information that you don't have to give to us and will let you know why we want it and what we will do with it. We will explain what might happen if you don't give us the information.

### **How long will we keep your information?**

We don't keep it forever and will keep personal information about you while you are a pupil at our school. We may also keep information after you have left the school, to follow the law.

We have a policy that tells us when to keep it and when to get rid of it.

### **Will your information be shared?**

We won't share 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 share information. We may share information with:

- *Our local authority, we have to share certain information with them to make sure you are safe, healthy, happy and are doing well in school.*
- *The Department for Education (a government department), when they want to know how well our pupils are doing.*
- *Your family and representatives, when we tell them about anything that may have happened in school.*
- *Educators and examining bodies, if you leave school to tell your new school all about your time with us and to share exam information.*
- *Our regulator, Ofsted when they come to see how well we teach you.*
- *Suppliers and service providers such as School transport & photographers – so that they can provide the services you use in school.*
- *Financial organizations.*
- *Central and local government, who need to know things like how many pupils we have and how well we are doing.*
- *Our auditors.*
- *Survey and research organizations, but we will make sure they don't know who you are.*
- *Health authorities, so they can make sure you are healthy and doing well.*

- *Security organizations, to keep you safe in school.*
- *Health and social welfare organizations, so they know you are safe and happy.*
- *Professional advisers and consultants.*
- *Charities and voluntary organizations, 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 do their job better.*
- *Professional bodies.*

## **National Pupil Database**

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

- Pupils who attend school
- Attendance information
- Performance data

Some of this information is then stored in the [National Pupil Database](#), and is then shared 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 16, it's up to you to decide what information you want to share.

## **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.

## **What can I do?**

You and your parents have certain rights when it comes to the way we handle your information.

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 you can speak to our data protection lead, Lauren Leech, who will be able to help you and answer any questions that you have.

## **Your other rights over your information**

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

## 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 lead.

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're worried about how we get and use your information, you can speak to our data protection lead, Lauren Leech, at the school, who will be able to help you and answer any questions that you have.

- Lauren Leech, email [lleech@hebdengreen.cheshire.sch.uk](mailto:lleech@hebdengreen.cheshire.sch.uk), telephone 01606 594221

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.*