



Pupil Privacy Notice

Why are we sending this notice?

As a 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 keep 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 contact a member of school staff. The school wants children to feel free to raise any questions at all.

We also have a person called the Data Protection Lead at the school. They can answer any questions you have about what the school does with your information. If you want to speak to them, then you can do so:

Denise Blundell
School Business Manager
[dblundell@lower-farm.walsall.sch.uk](mailto:dblindell@lower-farm.walsall.sch.uk)

01922 710479

Policy Statement

We are **Lower Farm Primary 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 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 use about pupils?

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

<ul style="list-style-type: none">Name	<ul style="list-style-type: none">Telephone and email contact details	<ul style="list-style-type: none">Date of Birth
<ul style="list-style-type: none">Address	<ul style="list-style-type: none">Assessment information	<ul style="list-style-type: none">Details of previous/future schools
<ul style="list-style-type: none">Unique pupil number	<ul style="list-style-type: none">Behavioural information	<ul style="list-style-type: none">Language(s)
<ul style="list-style-type: none">Nationality	<ul style="list-style-type: none">Country of birth	<ul style="list-style-type: none">Eligibility for free school meals
<ul style="list-style-type: none">Photographs including consent	<ul style="list-style-type: none">Attendance information	

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

<ul style="list-style-type: none">Racial or ethnic origin	<ul style="list-style-type: none">Religious beliefs	<ul style="list-style-type: none">Special educational needs and disability information
<ul style="list-style-type: none">Medical / health information	<ul style="list-style-type: none">Genetic and biometric data	<ul style="list-style-type: none">Safeguarding information
		<ul style="list-style-type: none">Dietary requirements

Where do we get this information from?

We get this information from:

- Parents/Guardians
- Pupils
- Teachers and other staff
- People from other organisations, like doctors 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 pupils a good education and to support them through this
- To make sure that we are able to address and support any educational, health or social needs pupils may have
- To make sure everyone is treated fairly and equally
- To keep everyone at the school safe and secure
- To deal with emergencies involving pupils
- To celebrate pupil achievements
- To provide reports and additional information to 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 pupil information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things we will always obtain consent from parents/carers 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 pupils with equal opportunities and treatment. We will also use this information where parents/carers have given us permission to do so.

There may also be circumstances where we need to use pupil information in relation to legal claims, or to protect vital pupil interests and where parents/carers are unable to provide 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. How long we need to hold on to any information will depend on the type of information. Where pupils change school we will pass information to their new school.

Who will we share pupil information with?

We may share information about you with:

- Other schools or educational institutions pupils 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 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

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:

- Implementing the Data Protection Policy
- Operating secure IT systems
- Keeping data no longer than required

Your rights in relation to your information

You can ask to see the information we hold about you child. If you wish to do this, you should contact the Headteacher.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your child's information in some cases
- Ask that decisions about your child are not made using automatic systems
- Claim against the school in certain circumstances where your child have suffered as a result of the school breaching your data protection rights

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

Concerns

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