

MELBURY PRIMARY SCHOOL PRIVACY NOTICE

FOR PUPILS



Privacy notice for pupils

Melbury Primary School needs to use information about you to ensure that you get the best possible education, learning and support throughout your time with us to enable you to do your very best.

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, Melbury Primary School, Melbury Road, Bilborough, Nottingham, NG8 4AU are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mrs Marshall, the School Business Manager, and if you or your parents/carers, want to speak to her, then they can do this by contacting the office. She can answer any questions you may have about what we do with your information (see 'Contact us' below).

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:

- Your contact details – name, address, telephone numbers of contacts in the event of an emergency
- Your date of birth, nationality, ethnicity, language(s), religious beliefs
- Your Unique Pupil Number
- Details of previous/future schools
- Your test results – assessment and attainment information
- Your attendance records
- Behaviour information
- Any special educational needs and disability information
- Safeguarding and child protection information
- Sexual orientation
- Any medical conditions you have
- Dietary information
- Eligibility for free school meals
- Details of any behaviour issues or exclusions

- Photographs
- CCTV images
- Recorded teaching sessions for TEAMs

Why we use this data

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

- Get in touch with you and your parents when we need to and to deal with emergencies that you are involved in
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Provide reports and additional information to your parents/carers
- Make sure everyone is treated fairly and equally
- Track how well the school as a whole is performing
- Look after your wellbeing, health or social needs and to keep you and everyone at the school safe and secure

There may also be circumstances where we need to use your information in relation to legal claims or to protect your vital interests and where you are unable to provide consent. For example in a serious accident where it is a matter of life or death.

The lawful basis on which we use this information

Melbury Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may receive information regarding them from their previous school, Local Authority and/or Department of Education. 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 6c of the GDPR: Processing is necessary for compliance with a legal obligation to which data controller is subject;
- Article 9g of the GDPR: For substantial public interest on legal basis;
- Education Act 1996: The school is required to share pupils' data with the DfE on a statutory basis. Melbury Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census under the Education Act 1996.

We will only collect and use your information when the law allows us to. 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.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How 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.

We keep hold of your information for only as long as is necessary and this depends on the type of information and we have a records management policy which sets out how long we must keep information about pupils.

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:

- Our local authority – Nottingham City Council
- Other local authorities – when you change school or move out of the area
- NCC approved Primary to Secondary Transition Portal
- The Department for Education (a government department)
- Your family/carers
- Educators and examining bodies
- Ofsted
- Our Suppliers and service providers – like Nottingham City Catering
- Survey and research organisations
- Our auditors
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

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.

Some of this information is then stored in the National Pupil Database (NPD), 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.

The Department for Education may share information from the NPD 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 NPD:

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

Your parents/carers have a legal right to access your 'educational record'. They also have a right to make a 'subject access request', on your behalf, to gain access to personal information the school holds about you.

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 office or email the Data Protection Officer at admin@melbury.nottingham.sch.uk Melbury Primary School.

Other rights

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 6

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:

- Mrs Marshall – admin@melbury.nottingham.sch.uk – 0115 9155787

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.