

# PRIVACY NOTICE CHILD FRIENDLY

<b>Date</b>	September 2018
<b>Prepared by</b>	Trust
<b>Approved by</b>	Finance, Audit and Risk
<b>Review Date</b>	September 2024 or earlier if there are changes to the relevant legislation
<b>Version</b>	V6
<b>Changes</b>	None



## Version Control

Version	Revision Date	Revised By	Section Revised
V4	Sept 2022	No Revisions	None
V5	Sept 2023	No Revisions	None
V6	Feb 2024	L Williams	Amend Data Protection Officer information



## Introduction

GDPR is a law that keeps your information safe – things like your address, date of birth and phone number. The school and others collect and use information for all kinds of reasons, and the law tells them exactly what they are allowed to do with yours.

We collect some information about our pupils, like you. It is our job to tell you how we will collect the information, how we will record it and how we will use it

In this notice, you will see different names or terms used that you may not be familiar with, such as:

**Data Controller:** This person (or group of people, like a school) is in charge of the information we collect

**Data Processor:** This person processes information on the data controller

**Data Protection Officer (DPO):** This person makes sure we do everything the law says. Our DPO is Tim Pinto, E-Safety Office and is contactable via email: [tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk) or by telephone 01405 494834.

The trust also has a single point of contact for Data Protection enquiries. Please contact Lyndsey Williams, Rose Learning Trust Governance and Compliance Officer by email at [enquiries@roselearning.co.uk](mailto:enquiries@roselearning.co.uk) or by telephone 01302 243528.

## Who looks after your information?

The school is the data controller of the personal information you give us – we look at how and why your information is collected and used

Sometimes the school must give your information to other people, such as the government, but it will only give away your information when you say it is OK or when the law says that they have to. When your data is given to someone else, they must look after it and keep it safe

## 2 Why do we collect and use your information

We will only collect your information when we need it to help us do our job or to follow the law. When we have collected it, here is 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

### 3 What information do we collect and why

The categories of information that the school collects, holds and shared include the following: -

- **Your personal information**

This is things like your name and address

- **Your characteristics**

This means information about you, like where you are from, what language you speak and things like that

- **Your attendance information**

We will also record how many times you missed school and why you could not 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 have 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 educational needs you may have

- **Behaviour information**

We record any incidents that have happened during school time, the number of times you have 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 are old enough) or a parent to give permission for us to take and use pictures of you. We might use your picture on display boards or on the school's website, for example

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

You 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 do not have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you do not want us to have the information, that is your choice





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

We do not keep it forever, only for as long as we need it to help us do the things needed it for. We have a policy that tells us when to keep it and when to bin it

## **6 Our lawful basis for using this data**

We will only collect and use your information when the law allows us to. We do need to establish a 'lawful basis to do this.

Our lawful basis for processing our personal information for the reasons listed above is 'public task basis' – we need to process data to fulfil our official duties as a school

## **7 Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interest in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking the 'unsubscribe' link at the bottom of any such communication or by contacting the individual school

## **8 Use of your personal data in automated decision making and profiling**

We do not currently put your personal information through any automated decision making or profiling process. This means we do not make decisions about your using only computers without an human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your rights to object to it.



## 9 Will your information be shared?

We will not share your information with anyone else without your permission unless the law says we can or should. We may share information with:

- Our local authority to meet our legal obligations to share certain information
- The Department for Education (DfE)
- The pupil's family and representatives
- Schools within the Rose Learning Trust
- Educators and examining bodies
- Our regulator – Ofsted
- Financial Organisations
- Our auditors
- Survey and research organisations
- Health authorities such as the school Nurse and other medical professionals
- Professional advisers and consultants
- Charities and voluntary organisations in support of pupil's needs
- Police forces, courts, and tribunals
- Professional bodies
- Schools that our pupils attend after leaving us
- Our ICT support suppliers who support us with MIS and other ICT
- School meal providers where relevant allergy information is vital
- Suppliers and service providers and educational software providers in support of teaching and learning to enable them to provide the service we have contracted them for such as:
  - MIS – school information management system
  - CPOMS – safeguarding and behaviour management system
  - Parent Pay – our parent communication and payment systems
  - Free School Meal Eligibility Team
  - Education software in support of teaching and learning
  - Assessment software in support of pupil assessment
  - Microsoft Outlook email communication system
  - Cool Milk to enable free milk for reception/nursery pupils

*This list is not exhaustive*

Sometimes we must share your information. We normally have to share it 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 do not worry, the data base is very safe, and your information will not get lost or given to anyone who should not 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 let to the school office

## 10 What are your rights?

You and our parents have the right 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 is not needed anymore
- Ask us to only use your information in certain ways
- Tell us you do not want our information to be process

If the information we are collecting is information you can choose not to give you can tell us to stop collecting it at any time

If you are worried about how we get and use your information you can speak to the school who will be able to help you and answer any question that you have.

You can also contact Lyndsey Williams, Rose Learning Trust Governance and Compliance Officer by email at [enquiries@roselearning.co.uk](mailto:enquiries@roselearning.co.uk) or by telephone 01302 243528.

If you want to speak to somebody not at the school, you can call the people who look after information, call the Information Commissioner's Office (ICO), on 0303 123 1113

## Four important things to understand

Now you have read this, we hope you understand: -

- 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

