



Privacy Notice for Pupils

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, The Gainsborough Parish Church CE Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs Eastham (see 'Contact us' below).

The personal data we hold.

We hold some personal information about you to make sure that 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

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs.
- Details of any behavior issues or exclusions.
- Details of any medical conditions you have.
- Photographs

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.
- Check how you're doing in exams 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 wellbeing.

Our legal basis for using this data

We only collect and use your personal data 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 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 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 is 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 by law

We keep any data in our school following the guidance of the [Information and Records Management Society's toolkit for schools](#).

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 – to meet our legal duties to share certain information with it, such as concerns about pupils and exclusions.*
- *The Department for Education – a government department.*
- *The pupil's family and representatives – as and when needed.*
- *Educators and examining bodies – to meet the law when needed.*
- *Our regulator - In our case OFSTED (an independent schools inspectorate).*
- *Suppliers and service providers – so they are able to provide the services that we have contracted them to carry out.*
- *Central and local government - to meet the law when needed.*
- *Health authorities – such as knowing your name when giving you the flu jab.*
- *Health and social welfare organisations – to meet the law when needed.*
- *Professional advisers and consultants – to meet the law when needed.*
- *Charities and voluntary organisations – such as the Parish Church school PTA*
- *Police forces, courts, tribunals – to meet the law when needed.*
- *Professional bodies – to meet the law when needed.*



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 and exam boards and others.

The Department for Education may share information from the database 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 the 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 database.

Transferring data internationally

Where we share data with an organization 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 about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you we will:

- Give you a description of it.
- Tell you why we are holding and processing 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 whether we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)

If you would like to make a subject access request please contact Mrs Myskiw.

Your other rights over your data

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.
- To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about how we collect and use of personal information 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 (Mrs Myskiw)

You can also, make a complaint 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 have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- **Mrs Eastham**
- **Email - admin@parishchurch.lincs.sch.uk**
- **Phone – 01427 612554**

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

A copy of our Data Protection Policy can be found on the website.