**Privacy Notice for pupils and Families**

This notice has been written in child-friendly language to aid pupils’ understanding of their rights in relation to their data.

**What is a privacy notice?**

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 information that belongs to you.

We collect some information about our pupils, like you. It’s our job to tell you how we collect the information, how we record it and how we 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 for us.
* **Data protection officer (DPO)**: This person makes sure we do everything the law says. The school’s DPO is **Tosh Wilson.**
* **Personal data**: This means any information that can be used to identify you, such as your address and date of birth.
* **Special category data:** This is personal data that needs more protection because it is sensitive.

**Who looks after your information?**

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

Sometimes the school has to give your information to other people, such as the government, but we will only give away your information when you say it is ok or when we have a lawful reason to do so. When we give your data to someone else, they must look after it and keep it safe.

**What information do we collect and use?**

The categories of information that the school collects and uses include the following:

* Personal information that can identify you – this includes information like your name, contact details and address
* Characteristics – this includes information like what language you speak and your ethnicity
* Safeguarding information – this includes important information that helps us to keep you safe from harm
* Special educational needs and disabilities – this includes information about any additional needs you have that we need to support you with
* Medical information – this includes information about your health and any medical conditions you have that we need to know about to keep you safe
* Attendance information – this includes information about your attendance at school, how many times you have missed school, and why you could not come to school
* Your assessment information – this includes information about any tests you take at school
* Behavioural information – this includes information about any time you have been excluded from school and why

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

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

* To support pupil learning
* To monitor and report on pupil attainment and progress
* To provide appropriate pastoral care
* To assess the quality of our services
* To keep pupils safe
* To meet legal duties placed on us by the government

**How do we collect your information?**

We collect your personal information via the following methods:

* Registration forms
* Common Transfer File (CTF) from your previous or host school
* Child protection plans

Pupil data is essential for the school’s operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

**How long will we keep your information and how do we keep it safe?**

We do not keep your information forever, only for as long as we need it. We have rules that tell us when to keep it and when we should safely delete it. You can ask us for these details if you want to. We also have rules in place to make sure we keep your information safe.

**Who do we share your information with?**

We routinely share your information with:

* Host Schools
* The local authority (LA)
* The Department for Education (DfE)
* Schools that you go to after leaving us
* Youth support services

**Why do we share your information?**

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

**Department for Education (DfE)**

The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework,, which can be found by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

**How does the government use your information?**

The pupil data that we lawfully share with the DfE through data collections:

* Informs ‘short-term’ education policy monitoring and school accountability and intervention.
* Supports ‘longer-term’ research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, follow this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

**The National Pupil Database (NPD)**

Much of the data about pupils in England goes on to be held in the NPD.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>.

**Sharing by the DfE**

The DfE is legally allowed to share pupils’ personal information with certain third parties, including the following:

* Schools
* LAs
* Researchers
* Organisations connected with promoting the education or wellbeing of children in England
* Other government departments and agencies
* Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

* <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
* <https://www.gov.uk/government/publications/dfe-external-data-shares>

**How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

* If it processes your personal data.
* For a description of the data it holds about you.
* The reasons it is holding your data and any recipient it may be disclosed to.
* For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

**What are your rights?**

You have specific rights to the processing of your data; these are the right to:

* Request access to the information the school holds about you.
* Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
* Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
* Have your personal data rectified if it is inaccurate or incomplete.
* Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
* Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact **DPO, Tosh Wilson,** on **0113 5325357 or** [toshwilson@ls-ten.org](mailto:toshwilson@ls-ten.org)

If you are concerned about the way we are collecting or using your information, please raise your concern with the school’s **DPO** in the first instance. You can also contact the Information Commissioner’s Office (ICO) at [https://ico.org.uk/concerns](https://ico.org.uk/concerns/). The ICO is the UK’s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

**How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the **DPO, Tosh Wilson,** on **0113 5325357 or** [toshwilson@ls-ten.org](mailto:toshwilson@ls-ten.org)

**Updating this privacy notice**

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

**How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact **Amy Harrison** on **0113 5325357** or [amyharrison@ls-ten.org](mailto:amyharrison@ls-ten.org).

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [**www.ls-ten.org**](http://www.ls-ten.org), the Gov.UK website, (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our **Data Protection Policy** from our school website.