



## **Pupil Privacy Notice**

### **Why are we giving this to you?**

As your 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 use 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 ask your teacher, or speak to your parents and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We, Gaskell Community Primary school, are the 'data controller' for the purposes of data protection law. We also have a person called the Data Protection Officer at the school. They can answer any questions you have about what the school does with your information. If you or your parents want to speak to them, then you can do at:

GASKELL COMMUNITY PRIMARY SCHOOL

[office@gaskell.bolton.sch.uk](mailto:office@gaskell.bolton.sch.uk)

### **Policy Statement**

We are Gaskell Community 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 will 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 you?

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

• Name	• Telephone and email contact details	• Date of Birth
• Address	• Assessment information	• Details of previous/future schools
• Unique pupil number	• Behavioural information	• Language(s)
	•	•
• Nationality	• Country of birth	• Eligibility for free school meals
• Photographs	• Attendance information	• CCTV images
• Identification documents	• Pupil and curricular records	• Exclusion information
• Details of any support received, including care packages, plans and support providers	• Safeguarding information	• Exclusion information

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

• Racial or ethnic origin	• Religious beliefs	• Special educational needs and disability information
• Medical / health information	• Genetic and biometric data	• Information relating to keeping you safe
• Sexual life	• Sexual orientation	• Dietary requirements

## **Where do we get this information from?**

We get this information from:

- You
- Your parents/guardians, and other children's parents/guardians
- Teachers and other staff
- People from other organisations, like doctors, courts or the local authority for example
- Other schools

## **Why do we use this information?**

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your 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. This is called legal obligation or public task.

Sometimes we need permission to use your 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 ask you or if necessary your parent/carer for permission. This is called consent. Where we have asked permission, you need to know that it can be withdrawn at any time. We will explain this when we ask for it and explain how it can be withdrawn.

## **Collecting this information**

Whilst you have to tell us most of this information sometimes you can decide if you would like to share it with us – this is called on a voluntary basis. We will tell you whether you have to provide certain pupil information to us or if you have a choice in this.

### **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 you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

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 your 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. We explain this in our Information Management Policy. When you change school we will usually pass your information to your new school.

### **Who will we share pupil information with?**

We share information about you with:

- Other schools or educational institutions you 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 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
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Supply staff who work with school on an ad hoc basis
- The pupil's family and representatives
- OfSTED
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Extended Services providing support to pupils through school
- Curriculum software packages
- Emergency contact information is accessed by 'Teachers2Parents' texting and Parents' Evening service

- Email addresses are used via Office365 for communication with parents
- Survey and research organisations
- Health authorities
- Police forces, courts, tribunals
- Professional bodies
- Out of School Club administration accesses child's information and emergency contact details provided by parents
- External venues for trips and residential packages

### **Keeping this information safe**

It is very important that only people who need to use your information can see it. In accordance with the GDPR, the school stores all your information safely and securely for as long as is necessary to complete the task for which it was originally collected and in line with the Data Protection Policy.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Your rights in relation to your information**

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

**Data Protection Officer**  
**Mrs Gill Smith**  
[gill@mindography.co.uk](mailto:gill@mindography.co.uk)  
**07887 606821**

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 information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you 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 Gillian Smith. 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 please talk to us first but you can always contact the Information Commissioner's Office:

- 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

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**Review June 2025**