



Privacy Notice – About Pupil Information

We are a data controller for the purposes of the Data Protection Act and General Data Protection Regulations. We collect information from you and may receive information about you from your previous school, the Local Authority (LA), the Department for Education (DfE) and the Learning Records Service (LRS). We are also members of the Horncastle Umbrella Trust. We hold your personal data and use it to:

- Support your learning.
- Monitor and report on your progress.
- Provide appropriate pastoral care.
- Assess how well our school is doing.
- Comply with the law regarding data sharing.
- Help us to develop and improve.

This information includes your contact details, national curriculum assessment results, attendance information (including any exclusion details) and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

We hold the majority of this information in order to fulfil our legal obligations under the Education (Pupil Information) (England) Regulations 2005. Some data is held in order to fulfil a public task, such as delivery of extra-curricular activities, and some is held on the basis of your consent such as use of photographs for publicity and participation in trips. Where sensitive personal data is held, this is under the category of substantial public interest in order to fulfil our official function and statutory purpose. In line with recommended data retention guidance, data collected about you will be held until you are 18 years old at which point it will be subject to secure disposal.

We may also share some information with companies who provide services on our behalf such as providers of electronic learning resources, free school meal processors, music service providers and online payment services. We and they will comply with the above Acts, only sharing and holding details which are relevant and necessary for the purpose identified.

We are required by law to pass some information about you to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database which is owned and managed by the DfE. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about the NPD, visit <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The DfE may also share information we provide to them with third parties who promote the education and wellbeing of children. This will only take place where legislation allows it to do so and it is in compliance with the above Acts. Decisions about whether the DfE releases this personal data to third parties are subject to a

robust approval process and are based upon a detailed assessment of who is requesting the data, the purpose for which it is required, the level of sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to student level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>. For information about which organisations the DfE has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>. To contact the DfE, please visit: <https://www.gov.uk/contact-dfe>

If you relocate to another country, at the written request of your parent/carer, we can transfer your data abroad to support you with continued education. If this happens, it will be either by secure electronic file transfer to your new school or by entrusting physical files to your parent/carer.

There may be some occasions when we are required to provide personal data by enforcement agencies. This could include purposes such as national security, public security and health and the detection or prosecution of criminal offenses.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
- Claim compensation for damages caused by a breach of the Data Protection regulations.
- Where specific data has been collected under the basis of consent, you can withdraw your consent at any time.

Under data protection legislation, you and your parents have the right to request access to information we hold about you. Verification of identification will form part of this process. Provision of information is initially free of charge, however, should a request be deemed as manifestly unfounded or excessive, particularly if it is repetitive, a fee may be charged which will be representative of the administrative cost for providing the information.

If you have a concern about the way we are collecting or using your personal data, please raise this with us in the first instance so that we can assist you. We can be contacted by telephone on 01526 378330, in writing or by email on enquiries@mrsmarykings.lincs.sch.uk.

In the event of us not being able to deal with your request satisfactorily the regulatory authority for data protection is the Information Commissioner's Office. They can be contacted at <https://www.ico.org.uk/concerns>