



Privacy Notice for children attending New End Primary School

As a pupil at New End you have a legal right to be told about how our school uses any personal information that we hold about you. To comply with this, we have written the following explanation on how we collect, store and use that data.

1) The personal data we hold

- a. We hold personal information about you to make sure we can help you learn and look after you whilst you're at school. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government. This information includes:
 - i. Your contact detail
 - ii. Your test results
 - iii. Your attendance records
 - iv. Your characteristics, like your ethnic background or any special educational needs
 - v. Any medical conditions you have
 - vi. Details of any behaviour issues or exclusions
 - vii. Photographs of you etc.

2) Why we use this data

- a. We use this data to help run the school, including to:
 - i. Get in touch with you and your parents when we need to
 - ii. Check how you're doing in school and work out whether you or your teachers need any extra help
 - iii. Track how well the school as a whole is performing

- iv. Look after your wellbeing

3) Our legal basis for using this data

- a. We will only collect and use your information when the law allows us to. Most often, we will use your information where:
 - i. The law tells us we must have it eg. your date of birth and your home address
 - ii. We need to use it to carry out a task in the public interest (in order to provide you with an education)
- b. Sometimes, we may also use your personal information where:
 - i. Your parents/carers have given us permission to use it in a certain way
 - ii. We need to protect your interests (or someone else's interest)
- c. Where we have got permission to use your data, your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

4) Collecting this information

- a. While in most cases your parents/carers must provide the personal information we need to collect, there are some occasions when they may be able to choose whether or not to provide the data.
- b. We will always tell them if providing data is optional. If they must provide the data, we will also explain what might happen if they didn't.

5) How we store this data

- a. 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 to by law.

- b.** We have a policy which sets out how long we must keep information about you.

6) Data sharing

- a.** We do not share personal information about you with anyone outside the school without permission from your parents/carers, unless the law and our policies allow us to do so.
- b.** Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:
 - i.** *Camden, our local authority*
 - ii.** *The Department for Education (a government department)*
 - iii.** *Your family and representatives*
 - iv.** *Our regulator who's called OFSTED*
 - v.** *Suppliers and service providers – so that they can provide the services we have contracted them for*
 - vi.** *National Pupil Database*
 - vii.** *Schools you go on to attend*

and, from time to time we may also need to share personal information with a number of other agencies, though in most cases we'd seek the permission of your parent/carer first, they might include:

- viii.** *the police*
 - ix.** *health professionals such as a school nurse*
 - x.** *education welfare and education psychology service*
 - xi.** *administrators of places we're visiting as part of a school trip (eg. Your age or any special medical or dietary needs)*
- c.** If you'd like to know more about the organisations we share your information with please read the other documents on the GDPR page of our school website (<http://newend.camden.sch.uk/>), ask your parents, or ask your teacher.

7) Your rights

a. How to access personal information we hold about you

- i. Your parent/carer have the right to request to see all the personal information we hold about you, and how we use it. They do this by making a '**subject access request**'.
- ii. When we receive a request we will:
 1. Give a description of the information we hold
 2. Tell you why we are holding and using it, and how long we will keep it for
 3. Explain where we got it from, if not from you or your parents
 4. Tell you who it has been, or will be, shared with
 5. Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
 6. Give you a copy of the information
- iii. Your parent/carer may also ask us to send your personal information to another organisation electronically in certain circumstances.
- iv. If they want to make a request they will need to complete the form found on the GDPR page of the school website.

8) Your other rights over your data

- a. You and your parent/carers have other rights over how your personal data is used and kept safe, including the right to:
 - i. Say that they don't want it to be used if this would cause, or is causing, harm or distress
 - ii. Stop it being used to send you marketing materials
 - iii. Say that they don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
 - iv. Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it

- v. Claim compensation if the data protection rules are broken and this harms you in some way

9) Complaints

- a. We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong by talking to your parents who can then talk to your class teacher.