



Student Privacy Notice

Introduction

Our School is part of the Greater Manchester Education Trust.

During your time with us in our school, 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”. Anything that we do with your personal data is known as “processing”.

This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. Whilst we hold your data we take care to make sure that it is processed according to UK law. We also need to continue to hold some of your data even after you have left the school.

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.

The Trust is the Data Controller for the data that we process about you, this means that we are responsible for making sure it is processed lawfully and kept safe.

Why are we giving this document to you?

As your school we need to store and use information about you. We do this for several reasons. This document tells you what information we use about you and why we use it.

It is 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 parent(s)/carer and ask them to contact the school. The school wants you to feel free to raise any questions at all.

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 parent(s)/carer want to speak to them, then you can arrange this through your Head of Year.

What information do we hold about you?

We hold lots of information, but it can be broken down into the following categories:

- **Personal data** such as name, unique student number, your photograph, postal address, telephone number and school email address
- **Contact information** such as your parents/carers and emergency contact details
- **School History information** such as previous schools, attendance when there, and grades achieved
- **Attendance information** such as previous schools, attendance marks, late marks and holiday codes



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- **Behaviour information** such as attitude to learning grades, rewards, behaviour incidents and suspensions from school
- **Academic information** such as KS2 grades, target grades, test scores and exam results

We also hold some information about you which is called “special category personal data” and we take extra care to make sure that this is kept safe:

- **Personal sensitive data** such as gender, ethnicity, biometric data and religion
- **Medical/health information** such as allergies, asthma medication or first aid incidents
- **Special educational needs and disability information** such as reading age, dyslexia and strategies to support your learning
- **Safeguarding information** such as social workers and descriptions of incidents
- **Any private information** that you tell us such as sexual life or sexual orientation

How do we get the personal information and why do we have it?

We get this information from:

- You
- Your parent(s)/carer(s)
- Your previous school(s)
- Teachers and other staff
- People from other organisations such as doctors or the local authority
- Sometimes things are reported by other people such as other children or their parent(s)/carer(s)

We use your information:

- To make sure that we give you a good education and to support you throughout the time you spend with us
- To make sure that we are able to 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

Most of these things we have to do by law. Other things we do so that we can run the school efficiently.

Once you reach age 13, we will need your consent (permission) to use your information. This includes taking pictures or videos of you to be used on our website, social media channels or in the newspaper. Before we do these things we will ask you or if necessary your parent/carer for permission.



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Why do we collect special category personal data?

We may need to use the special category personal data (mentioned on page 2) where there is a specific interest to do so.

For example:

- To make sure that we understand how best to support your learning
- To make sure that everyone has equal opportunities and treatment
- To make sure that there is support for your physical and mental health

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.

Who will we share your information with?

We may share information about you with:

- The Department for Education (DfE) and/ or Education & Skills Funding Agency (ESFA) as required by the law
- Health practitioners and authorities such as the NHS (e.g. Manchester University Hospitals NHS Foundation Trust), CAMHS, the school nurse
- 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
- Other organisations, to enable them to provide an effective service to the school, such as school meal providers or external tutors

We also share very limited information with educational websites which we think can support your learning e.g. Microsoft 365, Google for Education, Evolve, Edulink and Classcharts. When do upload any of your details to these apps/services, we share as little as possible (in some cases just an email address and your name) and we do check that the company protects your data properly before we share it.

A full list of software and partner organisations can be found on the Trust website here (<https://gmetrust.org/legal/privacy>)

We do not typically share information about you outside of the United Kingdom, in situations where we must do so we will make sure that any transfers are done safely and in compliance with data protection law.

How we store your personal data and how long we hold it for

Most of the personal data we process is held securely in SIMS (School Information Management System).

Any personal data that we hold in paper format is securely stored on the school site in designated offices and files.



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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, but we are legally required to keep some information until you reach the age of 25. If you change school, we will usually pass your information to your new school but will keep a copy of some of the information as required by law.

Your data protection rights

Under the UK-GDPR, you have a right to access the personal data that we hold about you through a subject access request (SAR). If you make a SAR and we do process the data you have requested access to, we will:

- Give you a description of it
- Provide you with a copy of the data in an intelligible form

And if necessary we can

- Explain why we are processing it and how long we will hold it
- Explain where we collected the data if not from you
- Outline if the data has been or will be shared with any other parties
- Inform you if any automated decision making has been applied to the data and provide any consequences of this

Along with the right to access your personal data, you also have the following rights under the UK-GDPR:

You also have the right to:

- Object to what we are doing with your information, but remember that some of the things that we do have to be done by law
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Make a claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

The school does not have to agree to all of your requests and we will let you know where we are unable to change the thing you are asking.

If you feel it necessary to do any of the above, you can speak with your Head of Year (who will make sure that you speak to the right person).

Complaints

If you are concerned about how we are using your personal data then you can arrange to speak to somebody in school about it. You will need to speak to your Head of Year and they can help you make an appointment with the school business manager.

If you want to speak to the Trust Data Protection Lead (Mrs C. Wragg) you or your parent(s)/carer can ask in school for an appointment to be made or you can contact her directly by email cwragg@gmetrust.org



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If the matter is not resolved in school, if necessary you or your parent(s)/carer can contact our Data Protection Officer: Danielle Eadie, Data Protection Consultant, RADCaT Ltd at 6 Seven Stars Road, Wigan, WN3 5AT. Or by email danielle.eadie@radcat.co.uk

If there are still concerns, you can contact the Information Commissioner's Office.

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline: 0303 123 1113

Website: <https://www.ico.org.uk>