



Pate's Grammar School Privacy Notice for Pupils

Approved by:

Headmaster

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1. Introduction

You have a legal right to be informed about how and why we collect and use any personal information that we hold about you. To comply with this, we provide a ‘privacy notice’ to you where we are processing your personal information.

This notice explains how we collect, store and use personal data about pupils at our school, Pate’s Grammar School is the ‘data controller’ for the purposes of data protection law.

Our Data Protection Officer is Mr Worth (see ‘Contact us’ below).

2. The personal information we hold

We hold some personal information about you to make sure we can help you learn and look after you 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.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your contact details and date of birth
- Your test and exam results
- Your attendance records
- Details of any behaviour issues or exclusions

We may also collect, use, store and share (when appropriate) information about you that

falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Your characteristics, like your ethnic background or any other languages spoken at home
- Any special educational needs
- Any medical conditions you have
- Photographs
- CCTV images
- Which school you came to us from
- Where you go when you leave us
- Fingerprint data (where you have given consent), to purchase food in the refectory, use the school printers or open the doors

3. Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing
- Enable us to keep an appropriate history of the school

4. Our lawful basis for using your information

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

4.1 Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law.

Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

5. Collecting this information

While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we want to collect information from you, we make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that), or if you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about

you from:

- Local councils
- Government departments or agencies
- Police forces, courts, tribunals

6. Storing this information

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, as part of our alumni programme, for historical records or where we have obtained consent

We have a record retention schedule which sets out how long we keep your information.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

7. Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority (Gloucestershire LA) – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions.
- Government departments or agencies
- Educators and examining bodies
- Our regulator, Ofsted
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

- Professional bodies

7.1 National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census. Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) if you have any questions about the database.

7.2 Transferring data internationally

We may share personal information about you with international third parties, where different data protection legislation applies. This includes other schools that we are in partnership with in relation to a school trip or exchange.

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

7.3 Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to our local education authority as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to our local education authority.

8. Your rights

8.1 How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand

your rights and what they mean. Please see the data protection policy [here](#)

To make such a request, please contact the DPO, details at the end of this notice.

Whilst we will always aim to respond in a timely manner, during school holidays this may become more difficult. If this is the case we will respond within one month to provide further clarity or establish if there is a more specific data request which will enable us to respond more quickly.

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

8.2 Your other rights over your data

You have other rights over how your personal information is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

9. Complaints

We take any complaints about how we collect and use your personal information very seriously, so please let us know if you think we've done something wrong.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know first.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Mr Geoff Worth:
Pate's Grammar School
Princess Elizabeth Way
Cheltenham
GL51 0HG
01242 523169
gworth@patesgs.org