

Privacy Notice for pupils (May 2018)

Why we are giving you this notice

As a pupil at Roundhay School you have a legal right to be informed about how the school uses any personal information we hold about you. This document will tell you what data we have, how we collect, use and store it. We have also produced a similar document for your parents/carers, which has more details. So, if you would like to find out more you can also have a look at that. You can also see a copy of it on the school website.

We, Roundhay School, are the data controller for personal data that we process about you. Our Data Protection Officer is **Mr N Stott** (see 'Contact us' at the end of this document).

The personal data we hold

We hold personal information about you to make sure we can help you learn and so that we can look after you at school. Some of the information is given to us by your parents when you start school, and we ask them to check it is correct at least once a year. For the same reasons, we get information about you from some other places too, like other schools you have attended, the local authority and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance at school
- Your characteristics, like your date of birth, gender, ethnic background, religious beliefs or special educational needs
- Medical information, for example allergies, dietary requirements, your doctor's contact details
- Details of any behaviour issues or exclusions
- Photographs or videos, for example for your exam seating plans, your sixth form lanyard or your performance in lessons or school shows
- Biometrics if you are at secondary school or sixth form. This is fingerprint information that allows you to use the cashless catering system.

Why we use this personal data

We use this data to:

- Get in touch with you and your parents when we need to
- Check how you are doing in your studies and work out whether you need any extra help
- Track how well the school, as a whole, is performing
- Look after your wellbeing
- Support you when you move to another school or college, or into work
- Keep in touch with you when you have left to see what you are doing next, for example whether you have got a job, doing some further training or at college or university
- Sometimes, where we have your permission, we will use photos or videos of you to promote the school.

Our legal basis for using this data

We only collect and use your personal data when the law allows us to. Mostly, we will use it where:

- We need to comply with the law
- We need it to carry out a task in the public interest (that is so that we can provide you with an education)

We may also use your personal data in situations 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 interests)
- We have a genuine and legitimate reason in order to fulfil our responsibilities to you

Most of the data we hold we do not need to have permission to use. Where we have got permission to use your data (for example photos, videos or biometrics), you or your parents/carers can take that permission away at any time. We will make this clear when we ask for consent, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which give us the right to use your data.

Collecting this information

In most cases you, or your parents/carers, must provide the personal information we need to collect, but there are some occasions when you can choose whether or not to provide the data. When we collect the data we will always tell you if you are required to give it to us or whether you have a choice.

Storing your personal data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left, where we are required to by law. We follow the guidance in the [Information and Records Management Society's toolkit for schools](#) which sets out how long we keep information about pupils.

Who we share your personal information with and why

We do not share information about you with any third party 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 (and it complies with data protection law) we may share personal information about you with:

- Local authorities - we are required to share information under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- The Department for Education - we are required to share information under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Your family and representatives
- Educators and examining bodies – for example, if you move to another school or when you take external exams
- Our regulator, that is Ofsted, the organisation that supervises our school
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health and social welfare organisations
- Professional bodies including advisers and consultants
- Police forces, courts and tribunals

Data collection requirements

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.

Youth support services

Once you reach the age of 13, we will also pass your information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. This enables them to provide services as follows:

- youth support services
- careers advisers

Your parents/carers, or you once you are 16, can contact our Data Protection Officer to ask us to pass on only your name, address and date of birth.

You can see more information about services for young people on the local authority website.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will protect your data by following data protection law.

Your rights regarding personal data

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.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- 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)
- Give you a copy of the information

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

If you would like to make a request please contact our Data Protection Officer (see 'Contact us' at the end of this document).

You have other rights over how your personal data 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
- Claim compensation if the data protection rules are broken and this harms you in some way

If you want to exercise any of these rights, please contact our Data Protection Officer (see 'Contact us' at the end of this document).

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 have done anything wrong.

You can make a complaint at any time by contacting our Data Protection Officer (see 'Contact us' at the end of this document).

If you do not think we have responded properly to your complaint you should ask us about our internal complaints procedure.

If you are still not happy, you have the right to complain to 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

Changes to our Privacy Notice

We can and may change this privacy statement at any time and for any reason, as long as it stays within the law. The latest version of this will always be available on the school website.

Contact us

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

Mr N Stott c/o Roundhay School, All-through education from 4 to 18, Gledhow Lane, Leeds LS8 1ND
email dpo@wntai.co.uk