

FAIRFIELD HIGH SCHOOL FOR GIRLS



Privacy Notice for Pupils

May 2018

"Excellence in a Caring Environment"

Privacy notice for pupils

You have a legal right to be informed about how our school uses 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 data.

This privacy notice explains how we collect, store and use personal data about you.

We, Fairfield High School for Girls, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is the School Business Manager.

The personal data 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.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Exclusion information
- Any medical conditions you may have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images captured in school
- Biometric Data (e.g. Fingerprints)

Why we use this data

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

- Get in touch with you and your parents/carers when we need to
- Check how you are 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
- Deliver school meals

Our legal basis for using this data

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 interests)

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.

Collecting this information

Where in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it is optional.

How we store this 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 the school, where we are required to by law.

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 information about you with:

- Local Authorities – to meet our legal duties to share certain information with them, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies

- Our regulator
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisors and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

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 (NPD), 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.

Once you reach the age of 13, we are legally required to pass on certain information about you to Tameside Local 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 advisors.

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

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

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.

If you want to make a request, please contact our Data Protection Officer.

Other rights over your data

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

- Say that you do not 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 do not 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

Contact us

We take any concerns about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong by contacting our Data Protection Officer.

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

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