

# 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, Our Lady's Catholic College, Lancaster are the 'data controller' for the purposes of data protection law.

Our data protection officer is Katy Walker (see under 'Contact' at the end of this document).

## 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.

- your contact details
- your characteristics like your ethnic background or any special educational needs
- any medical conditions you have
- your attendance records
- your test results
- details of any behaviour issues or exclusions
- photographs
- whether you have free school meals
- post 16 destinations and learning information
- CCTV images

## Why we collect and use pupil information

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
- look after your wellbeing
- track how well the school as a whole is performing

## 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 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 give 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. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

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**

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. We will always tell you if it is optional or if you must provide the data, we will explain what might happen if you don't.

Some main ways in which we collect data include:-

- data sheets (usually renewed annually)
- common transfer forms (information given to us by your previous school(s))
- information received from persons with legal responsibility for you during the day to day course of our work

## **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. Please see below examples of how long we keep records even if you have left:-

- Pupil educational records – Pupil date of birth + 25 years
- Attendance registers – 3 years after the date of entry
- Correspondence re authorised absence – current academic year + 2 years
- Child Protection information – Pupil date of birth + 25 years
- Special Educational Needs statements, files, review, advice, strategies and Individual Education Plans – Pupil date of birth + 25 years

## **Who we share pupil information with**

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:-

- schools that the pupils attend after leaving us
- our local authority
- central and local government
- your family and representatives
- educators and examining bodies
- Ofsted
- suppliers and service providers – so that they can provide the services we have contracted them for
- the Department for Education (DfE)

- NHS / School Nurse
- health and social welfare organisations
- professional advisors and consultants
- police forces, courts and tribunals

## **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 and securely.

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 out more information on the Department for Education's webpage on how it collects and shares research data.

## **Youth support services**

Once our pupils reach the age of 13, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities regarding the education or training of 13-19 year olds

This enables them to provide services such as post-16 education, training services and careers advisers.

The information shared is limited to your name, address and date of birth. However where your parent or guardian, or you when you're 16, provides consent, other relevant information can be shared.

## **How to access personal information we hold about you**

You or your parent/carer can find out if we hold any personal information about you, and how we use it, by making a 'subject access request'. If we 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 if not 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)
- give you a copy of the information

You also have other rights regarding your data including:-

- being able to say 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
- saying that you don't want it used to make automated decisions (decisions by a computer rather than 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

## **Complaints**

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.

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/>
- Phone 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Miss Katy Walker on [k.walker@olcc.lancs.sch.uk](mailto:k.walker@olcc.lancs.sch.uk)