

CROMPTON HOUSE CHURCH OF ENGLAND SCHOOL

PRIVACY NOTICE - *How we use pupil information*

Who processes your information?

Crompton House School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is processed.

Debbie Burgess is the Data Protection Officer. Her role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the General Data Protection Regulations. The Data Protection Officer can be contacted on 01706 847451 or dpo@cromptonhouse.org

Why we collect and use your information

Crompton House School collects and uses personal data relating to pupils and their families and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

Whilst the majority of the personal data you provide to the school is mandatory, some is provided to us on a voluntary basis.

The categories of student information that we collect, hold and share include:

- Personal information
- Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility and any special educational needs)
- Attendance information
- Assessment information
- Relevant medical information
- Information relating to special educational needs
- Behavioural information
- Destination information

Photography in school

We regularly photograph pupils and activities connected with the school and use these photographs to celebrate success, motivate pupils, promote the school and advertise forthcoming events/trips. These photographs could be displayed in school, used on the school website and in other social media, or sent to

the press.

Storing Student data

Personal data relating to pupils and their families is stored in line with our Record Keeping Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share information with

We will not give information about you to anyone without your consent unless the law and our policies allow us to. We are required, by law, to pass some information about you to the Department for Education (DfE). This information will, in turn, then be made available for the use by the Local Authority. We will also share limited personal data to third parties to enable us to perform certain tasks. In such cases the same data protection standards that we uphold are imposed on the processor.

We share pupils' data with:

- The DfE - on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. Some of this information is then stored in the National Pupil Database. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013;
To find out more about the data collection requirements placed on us by the DfE go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- The Local Authority;
- Positive Steps – which is the government's support service for all young people aged 13 to 19 in England and provides youth support services and careers advisers. For more information about Positive Steps please go to the Local Authority website;
- Destination schools upon leaving including post-16 education and training providers;

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Oldham Council by informing the school's Data Protection Officer. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website <http://www.oldham.gov.uk/info/100005/education>

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <http://www.oldham.gov.uk/learning> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

What are your rights?

Under the General Data Protection Regulation, Parents and pupils have the right to request access to information about them that we hold.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations;

Contact

If you would like to discuss anything about this Privacy Notice, please contact Debbie Burgess, the school's Data Protection Officer on 01706 847451 or dpo@cromptonhouse.org