



Inspiring each other to achieve success

Congerstone Primary School  
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CV13 6NH

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Headteacher: Mrs A Ruff BEd Hons, MA Ed, NPQH



## 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 notices' (sometimes called 'fair processing notices') to you when we are processing your personal data.

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

We, Congerstone Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Miss Claire Simpson (see 'Contact us' below).

### 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
- Any medical conditions you have
- Details of any behavioural issues or exclusions
- Photographs

### 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

### 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 a legal obligation
- We need it to carry out a task in the public interest ( in order to provide you with an education)

Sometimes, we may 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 personal 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 We will make this clear when we ask for permission, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

While 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 not to provide the information.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you do not.

### **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 our school, where we are required by law. The [Information and Records Management Society's toolkit for schools](#) sets out how long we keep information about pupils. This document is available on request and can be supplied electronically or in paper form.

### **Data sharing**

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information in order to provide you with an education
- Your family and representatives – to meet our legal duties to share certain information with them
- Educators and examining bodies – to meet public task interest in order to provide you with an education
- Ofsted – to meet our legal obligations
- Suppliers and service providers – so that they can provide the service we have contracted them for
- Health authorities – to protect your interests and look after your wellbeing
- Health and social welfare organisations – to look after your wellbeing
- Professional advisers and consultants – so that they can provide the service we have contracted them for in order to provide you with an education
- Police forces, courts, tribunals – to meet our legal duties to share certain information with it, such as concerns about your safety, safeguarding and looking after your wellbeing

### **National Pupil Database**

We are required to provide information about you to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.



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

For more information, see the [Department's webpage on how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Transferring data internationally**

Where we transfer personal data to a country or territory 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 we do hold information about you we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- 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 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 Mrs A Ruff, Headteacher, Congerstone Primary School.

### **Your 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 don't want it to be used if it would cause, or is causing, harm or distress
- Stop it being used to send direct 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 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 our collection and use of 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:

- 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



## Contact us

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

- Miss Caroline Hunter

Miss Hunter can be contacted via the school phone number 01827 880243, by email using the school office email address [school.office@congerstone.leics.sch.uk](mailto:school.office@congerstone.leics.sch.uk) or by post using her name and school address:

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Our Data Protection Officer is School Data Protection Officer, Warwickshire Legal Services contact - [schoolDPO@warwickshire.gov.uk](mailto:schoolDPO@warwickshire.gov.uk) and postal address Warwickshire Legal Services, PO Box 9, Shire Hall, Warwick CV34 4RL

This notice is based on the Department for Education's model privacy notice for pupils.