

# Wright Robinson College

*'Excellence is our Aim'*

## PUPIL PRIVACY NOTICE- General Data Protection Regulation (GDPR)

### Why are we giving this to you?

As your school we need to use information about you. We do this for a number of reasons. This letter tells you what information we use about you and why we use it. If you want to know anything about what we do with information about you then please ask your parents/carers and ask them to contact the school.

### Policy Statement

During your time with us at Wright Robinson, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as "personal data". This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

Name	Telephone/email details	Date of Birth	Language(s)
Address	Assessment information	Details of previous/future schools	CCTV Images
Unique pupil number	Behavioural information	Attendance information	Photographs
Nationality	Country of birth	Eligibility for free school meals	

We will also collect, hold, share and otherwise use some information about you which is special "special category personal data" and we will take extra care to make sure that this is kept safe:

Racial or ethnic origin	Religious beliefs	Special educational needs/disability	Sexual life
Medical / health	Dietary requirements	Information relating to keeping you safe	Sexual orientation

### Where do we get this information from?

We get this information from:

- You
- Your parents/carers, and other children's parents/carers
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

### Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure and/or deal with emergencies
- To celebrate your achievements and provide reports to your parents/carers

The vast majority of these things we have to do by law. Other things we do because they are necessary to run the school. Sometimes we need permission to use your information and permission forms will be used.

### **How long will we hold information in relation to our pupils?**

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school.

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

We may share information about you with:

- Other schools or educational institutions you may attend or Local Authorities
- The Department for Education as required by the law
- Contractors, to enable them to provide an effective service to the school (i.e. school meal providers)

### **Keeping this information safe**

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- Using a system of passwords so that access to data is restricted.
- Protect against viruses/malware by running anti-virus software.
- Protect against an external breach by using an appropriate IT security firewall.

### **Your rights in relation to your information**

You can ask to see the information we hold about you by contacting the Data Protection Officer.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Take further action where you have suffered as a result of a data protection breach

The college does not have to meet all of your requests and we will let you know where we are unable to do so.

### **Concerns**

If you are concerned about how we are using your personal data then you can speak the Data Protection Officer (Mrs Duffy- 0161 8261026), or if necessary you or your parent/carer can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.

Yours sincerely



Mr M E Haworth  
Head teacher