



Privacy Notice Students

The King's School
Cadhay Lane
Ottery-St-Mary
Devon
EX11 1RA

Change Control

Policy Owner	School Business Manager
Approved By	Resources Committee
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[illegible]

1. **Introduction**

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, The King's School Ottery St Mary are the 'data controller' for the purposes of data protection law.

Our data protection officer is Laurence Evans – The School Business Manager.

2. **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 authority and the government.

This information includes:

- Your contact details
- Your results of internal and external tests
- Your characteristics, such as ethnic background, eligibility for free school meals, special educational needs, gender or sexuality.
- Exclusion information
- Any medical conditions you may have, including physical and mental health
- Behaviour and Achievement Information
- Attendance records
- Safeguarding information
- Photographs
- CCTV images captured in school
- Biometric Information

3. **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

4. **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 interest)

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.

5. **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 whether or not to provide the data.

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

6. **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. Our Data Protection Policy sets out how long we keep information about you.

If you would like a copy of the policy, then please contact the School Business Manager to request one. Links to this document can also be found on our website.

7. Data Sharing

We do not share personal information about you with anyone outside the school, unless the law and our policies allow us to do so and/or without permission from you or your parents/carers.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority and their designated partners – 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 obligation to share certain information with it, such as pupil census information and financial submissions
- Your family and representatives
- Educators and examining bodies – to enable them to provide examination services
- Our regulator - Ofsted
- Suppliers and service providers – to enable them to provide the services we have legally contracted them to provide
- Financial organisations – to enable them to provide financial services and payments
- Our auditors – to meet our legal obligations
- Survey and research organisations – to enable them to carry out essential research but only where permission has been given
- Health authorities – to meet our legal obligations
- Security organisations
- Health and social welfare organisations – to meet our legal obligations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals – to meet our legal obligations
- Professional bodies

8. National Student 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 owned and managed by the Department of Education and provides evidence on school performance. 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 NPD 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.

9. Local Authority Support Services

Once you reach the age of 13, we are legally required to pass on certain information about you to Devon County Council or their designated partners, 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 advice.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Devon County Council for this purpose.

10. Transferring Data Internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

11. 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 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, rather than by 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 our data protection officer.

12. Other rights

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 this would cause, or is causing, harm or distress
- Stop it being used to send you 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 our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

13. 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

Alternatively, you can make a complaint 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

