

Including Sandleford, our Early Years Foundation Stage provision

Privacy Notice

How we use your pupil information

The information that we collect, hold and share includes:

- Your personal information (such as name, address and other contact details) Some of this data (such as health data) is considered special category data.
- Your academic, pastoral, disciplinary, admissions and attendance records (including information about any Individual Educational Needs), and examination scripts and marks.
- Your health details and a record of who to contact in an emergency (next of kin).
- Information passed to us by any previous schools.
- Other information such as details of your siblings.

Why we collect and use this information

We use the pupil data:

- to support your learning and welfare.
- to monitor and report on your progress to you and your parents or carers.
- to provide pastoral care to you.
- to enable you to take national and other examinations or assessments (with access arrangements if necessary).
- to check that everyone in our school is using the IT services in an acceptable way.
- to provide a safe environment to learn in, by using CCTV.
- to show your achievements for example in school newsletters or on the school's social media accounts.
- to assess the quality of our school and to plan for the future.
- to comply with the laws regarding safeguarding and data sharing.

The lawful basis on which we use this information

We collect and use pupil information because

- The school has a legitimate interest in processing your data or
- The school needs to process your data to meet its legal obligations.
- The school can process your special category data to meet its duties in safeguarding law, or to make sure you receive correct medical care when you need it.
- Special category information about Individual Educational Needs will be used to make sure the school follows the laws about special educational needs.

Storing pupil data

The school will hold most of your data until you are 25, but there are some types of records that we will need to hold beyond this, especially those that relate to safeguarding information.

Who we share pupil information with

We routinely share pupil information with:

- schools that you attend after leaving us.
- Joint Council for Qualifications and the Examination Boards.
- Providers of services to the school, such as IT providers or caterers.
- our local authority and Police force.
- the Department for Education (DfE).
- other institutions or companies that request a reference about you.

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

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Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information contact data@stgabriels.co.uk . The school will have one month to respond.

You also have the right to:

- object to processing of inaccurate personal data
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data changed or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should tell us by e-mailing data@stgabriels.co.uk . Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> but they will prefer you to have talked to the school first.

Contact

If you would like to discuss anything in this privacy notice, please contact The Bursar using the email data@stgabriels.co.uk