

Privacy Notice: Pupils

For a simplified summary of this Privacy Notice, please see the end of this document.

Under UK data protection law, individuals have a right to be informed about the collection, purposes, and storage of their personal data. We fulfill this requirement through this privacy notice, which serves as a definitive statement of our processing activities.

This notice applies to all personal data processed by the school, whether collected directly from the data subject or obtained from third parties (such as the Department for Education or previous educational providers)

As Data Controller, Pinner High School is legally responsible for ensuring that your personal data is processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Our Data Protection Officer is **Judicium Consulting Limited** (please see below for contact details).

The personal data we hold

Personal data that we may collect, use, store and (when appropriate) share about pupils includes:

- Personal identifiers such as name, unique pupil number, contact and emergency contact details and preferences, date of birth, siblings, copies of identification documents
- Characteristics such as ethnic background, languages, eligibility for free school meals
- Assessment, attainment, curricular and special educational needs information including information provided by previous schools and external professionals
- Extra-curricular records including involvement in sporting and enrichment activities, school trips and excursions and positions of responsibility
- Medical, welfare, social care and safeguarding information including medical advice, dental and health records, allergy, medication and dietary requirements, involvement of external professionals and agencies, care and family arrangements, relevant court orders
- Pastoral and behavioural information including attendance and exclusion records
- Photographs including by way of electronic school management records and records of school activities and events
- Biometric data used as part of the school's cashless payment system
- CCTV images on site

This data may be provided by pupils, parents/carers, generated internally or received from external organisations, including other schools, local authorities, related agencies or the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Make appropriate pastoral and welfare provision
- Ensure the safe and orderly running of the school
- Communicate with parents/carers and pupils
- Administer applications, admissions and appeals

- Comply with the laws which require us to collect and pass certain pupil data to other bodies concerned with education and/or children
- Manage, assess and promote the quality of our provision

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation, including our legal duty to educate pupils under the Education Act 1996, and to provide related services.
- We need to perform a task carried out in the public interest or in the exercise of an official authority vested in us

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent
- We need to protect the vital interests of the data subject or another person

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent 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

We collect pupil data from pupils, parents/carers, our own performance of services, and from external organisations, including other schools that pupils have attended, local authorities, related agencies and the Department for Education.

Pupil data is important for the school operations and fulfilment of its functions. Whilst the majority of information we collect about pupils to this end is routine and/or mandatory, there is some information that you can decline to provide. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional.

How we store this data

We retain pupil data only for as long as is necessary to fulfill our statutory duties.

- **Standard Educational Records:** Essentially we keep pupil data from the time a pupil is offered a place and/or admitted to the school, whilst they are attending our school and for a limited time beyond their attendance, for practical reasons and in order to comply with our legal obligations.
- **Safeguarding Records:** Retained in accordance with statutory guidance
- **Admissions Data (Unsuccessful):** Retained for one academic year after the appeals process has concluded.

Revised Storage and Security Statement

Personal data is stored within our School Information Management System (Arbor) and other secure, school-approved electronic platforms (including cloud-based providers). Where cloud storage is used, we ensure that data is stored on servers within the **United Kingdom or the EEA**, or under an approved international data transfer mechanism. We maintain robust technical security, including encryption and multi-factor authentication, verified by our external IT security partners, to protect against unauthorized access or loss.

Hard copy records are stored in secure, restricted access locations.

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to. Subject to this, we may share pupil data with

- A pupil's parent/carer
- Our local authority or a pupil's home local authority, if different, to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions and information to allow local authorities to discharge post-13 education and training responsibilities
- The Department for Education, to meet our legal obligations to file census data pursuant to regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Our trustees and governors
- Our auditors
- Ofsted
- Educators and examining bodies
- Suppliers and service providers to enable them to provide the service and support to pupils or the school
- Health and social welfare professional and organisations
- Professional advisers and consultants
- Coaches and trip providers
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Schools that the pupil attends after leaving us

Parents' and pupils' rights regarding personal data

Under data protection legislation, parents and pupils have the right to request access to information we hold about them. If you would like to make a request, please contact the Headteacher's PA, contact details below.

You also have the right to

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

Concerns and contacts

- To make a request to access your/your child's personal data, please contact the **Headteacher's PA**, (vfairweather@pinnerhighschool.org)
- If you have any queries, concerns or complaints, please contact our **Data Protection Officer, Data Protection Officer, Judicium Consulting Limited, 72 Canon Street, London, EC4N 6AE**, (dataservices@judicium.com)
- If you remain concerned, you can contact the **Information Commissioner's Office**, (<https://ico.org.uk/concerns/>)

Summary of this Privacy Notice

1. What is a Privacy Notice?

A privacy notice explains how **Pinner High School** looks after information we hold about you. Under the law, you have a right to know what information we collect, why we need it, and how we keep it safe.

2. Who is in charge of your information?

The school is the "Data Controller," meaning we are responsible for your data. We have a **Data Protection Officer** - a company called Judicium Consulting Limited who advise us how to ensure we follow the rules.

3. What information do we have about you?

We hold things like:

- **The Basics:** Your name, birthday, and address.
- **School Life:** Your grades, attendance, and any extra clubs you join.
- **Your Wellbeing:** If you have allergies, health needs, or things that help us keep you safe.
- **Tech & Security:** Photos of school events, CCTV images for safety, and fingerprint data if you use our "cashless" lunch system.

4. Why do we need it?

Mainly, we use this information to:

- Help you learn and track your progress.
- Look after your health and happiness (pastoral care).
- Keep the school running safely and talk to your parents/carers.

5. Is it okay for us to use your information?

By law, we usually don't need permission as such, because we have a legal duty to educate you. Sometimes we use information because it's in the "public interest" to run a good school. If we ever need your specific **consent** for something optional, we will ask you clearly, and you can say no at any time.

6. Who do we share it with?

We don't just give your information away. We only share it when the law says we must, such as with:

- Your parents or carers.
- The Department for Education and local councils.
- People like school inspectors (Ofsted) or your next school if you move.

7. How do we keep it safe?

Most of your information is stored securely, including in a secure digital system called Arbor. We use high-tech security like encryption and passwords to make sure nobody who shouldn't see it can get to it. We only keep your information for as long as we legally need to.

8. Your Choices (Your Rights)

You have the right to:

- Ask to see the information we have about you.
- Ask us to fix a mistake if your information is wrong.
- Object if you think we are using your data in a way that causes you distress.

Please speak to your Form Tutor, Head of Year or any trusted adult in school if you require more information about your data or your right over it.

