



## SCHOOL PRIVACY NOTICE – FOR STUDENTS

### Privacy Notice - Data Protection Act 1998

#### How We Use Your Information

We at The Vine Christian School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school.

**We hold this personal data and use it to:**

support your teaching and learning

monitor and report on your progress

provide appropriate pastoral care

assess how well our school is doing

**The categories of pupil information that we collect, hold and share include:**

Personal information (such as name, address, and contact details)

Characteristics (such as ethnicity, language, nationality, country of birth and special educational needs)

Attendance information (such as sessions attended, number of absences and absence reasons)

Any relevant medical information

**We use the pupil data:**

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

## Consent



Your consent to hold this data must be freely given and must be a positive indication of your agreement to your personal data being processed. It will be assumed that you consent.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to Mrs Strike or Mrs Edwards if you would like to withdraw any consent given.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority Children's Services and the Department for Education (DfE).

## How Long We Keep Your Information For

We keep your information for as long as we need to, in order to educate and look after you. We will keep some information after you have left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.



## What Decisions Can You Make About Your Information?

From May 2018 data protection legislation gives you a number of rights regarding your information. Some of these are new rights whilst others build on your existing rights.



### **Your rights are as follows:**

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy;
- you have a right to complain to the ICO if you think there is a problem with the way the school is handling your data.

### **What rights you have:**

You have rights around the data we keep about you. Such as:

- The right to have a copy of your personal data that we hold
- The right to ask that data is corrected if inaccurate
- The right to ask that data is deleted in certain circumstances, such as when you leave the school
- The right to ask we do not use your data in a certain way
- The right to have a copy of your data in an accessible electronic format so that it can be given to someone else, such as if you move to another school
- The right to complain about any of our use of your data
- The right to have explained if there will be any decision-making, including profiling, using your data and for the reasons behind this to be explained to you.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.