

Child-friendly Privacy Notice

OUR SCHOOL PRAYER:

What does the Lord ask of you?

To act justly, to love mercy and to walk humbly with your God.

Micah 6vs.8

Privacy notice – how the school uses student information

School Values

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian vision:

- to show love, care, and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

What is a privacy notice?

There is a law that keeps your information safe – things like your address, date of birth, and phone number. The school and other people collect and use information for all kinds of reasons, and the law tells them exactly what they are allowed to do with information that belongs to you.



We collect some information about our students, like you. It's our job to tell you how we collect the information, how we record it and how we use it.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

- **Data controller:** This person (or group of people, like a school) is in charge of the information we collect.
- **Data processor:** This person processes information for us.
- **Data protection officer (DPO):** This person makes sure we do everything the law says. The school's DPO is Chenille Tennant.
- **Personal data:** This means any information that can be used to identify someone, such as your address and date of birth.
- **Special category data:** This is personal data that needs more protection because it is sensitive.

Who looks after your information?

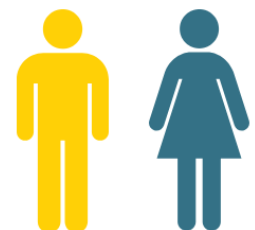
The school is the data controller of the personal information you give us – we look at how and why your information is collected and used.

Sometimes, the school has to give your information to other people, such as the government, but we will only give away your information when you say it is ok or when we have a lawful reason to do so. When we give your data to someone else, they must look after it and keep it safe.

What information do we collect and use?

The categories of information that the school collects, holds and shares include the following:

- **Personal information that can identify you** – this includes information like your name, contact details, and address.
- **Characteristics** – this includes information like what language you speak and your ethnicity.
- **Safeguarding information** – this includes important information that helps us to keep you safe from harm.
- **Special educational needs and disabilities** – this includes information about any additional needs you have that we need to support you with.
- **Medical information** – this includes information about your health and any medical conditions you have that we need to know about to keep you safe.
- **Attendance information** – this includes information about your attendance at school, how many times you have missed school, and why you could not come to school.
- **Assessment information** – this includes information about any tests you take at school.
- **Behavioural information** – this includes information about any time you have been excluded from school and why.
- **Trips and activities information** – this includes information about your health, family contacts, and allergies.



Why do we collect and use your information?

We collect and use your information for the following reasons:

- to support your learning
- to monitor and report on your progress
- to provide appropriate support
- to assess the quality of our service
- to comply with the law regarding data sharing
- to get in touch with your parents/carers when we need to
- to check how you are doing and work out if you need any extra help
- to look after your wellbeing
- to keep you safe

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes
- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract
- processing is necessary for compliance with a legal obligation to which the controller is subject
- processing is necessary in order to protect the vital interests of the data subject or of another natural person
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent

How do we collect your information?

These are the ways we collect your information:

- school registration forms
- information sent from your old school (sometimes called a common transfer file (CTF))

Collecting and using your information is really important to make sure the school can run properly. You must give us most of the information we need, but there is some information that you can choose whether to give it to us. We will let you know when we collect your information whether you need to provide the information to us or if you have a choice.

How long will we keep your information and how do we keep it safe?

We do not keep your information forever, only for as long as we need it. We have rules that tell us when to keep it and when we should safely delete-it. You can ask for these details if you want to.

We also have rules in place in make sure we keep your information safe.

Will your information be shared?

We normally share your information with:

- our local authority (this is the local government who helps the school)
- the NHS (your doctor and the local hospital)
- your family and representatives
- the Department for Education (DfE) – this is the part of the government in charge of education
- youth support services

- providers of alternative educational provision – for example Krunch, Work’n’Learn
- the school nurse
- health authorities
- schools that you join after leaving us
- health and social welfare organisations – for example CAMHs
- educators and examining bodies – for example BTEC

The information that we share with them includes:

- your name and address
- your medical information
- how you are doing in school (with work and behaviour)
- how often you come to school
- the name and address of your parents

Why do we share your information?

We do not share your information with anyone without your permission, unless the law and our rules say we can or should.

Youth support services

Once you reach the age of 13, we may pass your information to the LA and/or the organisation who helps us to deliver youth support services because they have responsibilities in relation to the education or training of 13- to 19-year-olds.

We share this information with them to make sure they can provide the following services:

- Youth support services
- Careers advisers

We will only share your name, address and date of birth, but if your parents or the person who looks after you gives their permission, we may share other relevant information. When you turn 16, it is up to you whether you want to share this information.

We make sure your information is shared with the youth support services safely by using Move-IT, a secure managed file transfer software that is supported by the DfE.

The youth support services keep this information in line with their own rules: this can be found at the Sandwell website, <https://www.sandwell.gov.uk/>.

Department for Education (DfE)

The school needs to share certain information with the DfE to make sure we meet certain laws, including:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013

If you have a question about what these laws mean, you can ask Mr Hill.

All information we share with the DfE is given to them safely and kept by the DfE under strict safety rules.

How does the government use your information?

The student information that we need to share with the DfE:

- makes sure our school can get the money it is entitled to
- helps the government to create rules for schools
- helps the government to research future rules that may need to be put in place for schools

To find out more about why we need to give the DfE your information, follow this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

A lot of the data you give to us goes on to be stored on the NPD.

This database is looked after by the DfE and has information about students in schools in England.

You can find out more about the NPD by following this link: <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>.

Sharing by the DfE

The DfE is legally allowed to share your personal information with certain individuals and organisations, including the following:

- schools
- LAs
- researchers
- organisations that support your wellbeing
- other parts of the government
- people that fight crime

For more information about how the DfE collects and shares student information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the DfE holds about you

You are legally allowed to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it uses your personal information.
- What information it holds about you.
- Why your information is held and who it might be shared with.
- For a copy of your personal data and any details of its source.

You can find out more about this by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

What are your rights?

You and your parents or legal guardians have the right to:

- be told how we use your information
- ask to see the information we hold
- ask us to change information you think is wrong
- ask us to remove information when it's not needed anymore
- ask us to only use your information in certain ways
- tell us you don't want your information to be processed
- say no to direct marketing (people trying to sell you things)
- stop people using your information for scientific, research or statistical purposes

If you want to request for us to give you a copy of the information we hold about you, or if you want access to the information that we hold, you can contact our data protection officer (DPO), Chenille Tennant at Sips Education, Guardian House, Cronehills Linkway, West Bromwich B70 8SW, 0121 296 3000 or by email at chenille.tennant@sips.co.uk, and they will be able to help you.

You also have the right **not** to be subject to decisions based purely on automated processing. This means that we will not make important decisions about you and your education based only on what a computer tells us. We will always think carefully about these decisions to make sure you're treated fairly.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we get and use your information, you can speak to Mr Hill at the school, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the school, you can contact the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their live chat which can be accessed through this link: <https://ico.org.uk/global/contact-us/live-chat>.

Would you like to know more?

If you or your parents would like to find out more information about how we and/or the DfE collect, use, and store your personal information, please visit our website: <https://st-michaels.sandwell.sch.uk/gdpr>

Will you need to read this again?

Sometimes we need to change this privacy notice, so it is important that you take a look every now and then to make sure you are happy with it.

The last time we changed this privacy notice was 30th September 2024.

Four important things to understand

Now you have read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.

If you have any questions, Mr Hill will be happy to help you.