

# St Martin-in-the-Fields High School for Girls

A CHURCH OF ENGLAND ACADEMY

Service Compassion Justice Perseverance



## PRIVACY NOTICE FOR STUDENTS

Approved: November 2018

To be reviewed: November 2022

## ST MARTIN-IN-THE-FIELDS HIGH SCHOOL FOR GIRLS

### Privacy notice for Students

*(data protection officer details were changed on 15.12.21)*

**Approved: November 2018**

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Christ is at the centre of our Church of England school community where we live, love and learn together within an inclusive and equalities framework, and where students of all faiths and none are welcomed into our Anglican Christian community. In all that we do, we seek to show God's care for our students. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God, seen in Jesus Christ and lived out through the Holy Spirit alive in every person.

Our vision is to create a safe, caring, happy and inclusive community underpinned by our Christian values of service, compassion, justice and perseverance and our motto CARITATE ET DISCIPLINA - WITH LOVE AND LEARNING which come from the story of St Martin of Tours. Central to this is our school Bible verse from St Paul's first letter to the Corinthians.

*Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.*

*1 Corinthians 13:4-8*

### Privacy notice for students

What's this about ?

A new law is being made 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 new law tells them exactly what they are allowed to do with yours.

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

**Data protection officer (DPO):** This person makes sure we do everything the law says. The school's DPO is Mr M Middleton.

**Personal data:** This means any information that can be used to identify someone, such as your address and date of birth.

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, St Martin in the Fields High School for Girls, of 155 Tulse Hill, London, SW2 3UP are the 'data controller' for the purposes of data protection law.

## **The personal data we hold**

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 it will only give away your information when you say it's ok or when the law says that they have to. When your data is given to someone else, they must look after it and keep it safe.

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 council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

## **Why we use this data**

Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. When we've collected it, here's how we use it:

- To support your learning
- To monitor and report on your progress
- To provide appropriate support
- To keep you safe and well
- To assess the quality of our service
- To comply with the law regarding data sharing

## **What information do we collect?**

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

**Your personal information** This is things like your name and address.

**Your characteristics** This means information about you, like where you're from, what language you speak and things like that.

**Your attendance information** We will also record how many times you missed school and why you couldn't come to school.

**Your assessment information** We collect your test results when you sit a big test or exam.

**Some of your medical information** We keep information about any times you've been ill and any special conditions you have that we need to know about to keep you safe.

**Your special educational needs** We collect information that helps us teach you better, such as any special educational needs you may have.

**Behavioural information** We record the times when your behaviour is not what we expect and gets in the way of your learning. We share this information with your family or carer so they can help you get it right and be a good learner. We also record the number of times you've been excluded and why.

**Photography** Using photographs of you counts as processing your personal data. Before we take or use any photographs we will ask you (if you're old enough) or a parent to give permission for us to take and use pictures of you. We might use your pictures on display boards or on the school's website, for example. What information do we collect? The categories of information that the school collect

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

## **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.

## **Collecting this information**

Do you have to give us your information?

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have it or not. When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice. 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.

## How we store this data

How long will we keep your information? We don't keep it forever, only for as long as we need it to help us do the thing we needed it for. We have a policy that tells us when to keep it and when to dispose of it.

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

We have a Records Management Policy which sets out how long we must keep information about students.

## Data sharing

Will your information be shared?

We won't share your information with anyone else without your permission, unless the law says we can or should. We may share information with:

- Your family or carer
- local authority (Lambeth Council) or another local authority if you don't live in Lambeth
- The National Health Service
- The School Nurse Service
- A school or college you attend after leaving us
- Examination Boards
- The people providing school meals
- The Department for Education (DfE)
- Our regulator OFSTED (the organisation or "watchdog" that supervises us)
- Security organisations, Police forces, courts, tribunals

The information that we share with them includes:

- Your name, address and date of birth
- Where you are from
- What languages you speak
- Any illnesses you may have or medical treatment you need
- Any medicines you need to take
- Any times that you have not been at school
- Details of assessments
- Whether you are entitled to a free school meal
- Any foods you cannot eat because they make you unwell

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

## National Pupil Database

The DfE store some of their information in the National Pupil Database, and then share some of it with people looking to help schools and students like you. But don't worry, the database is very safe and your information won't get lost or given to anyone who shouldn't have it.

When you get older and are at secondary school we need to share your information with a number of other organisations. We do this because the law says we have to.

- Once you reach the age of 13, we have to pass on certain information to the local authority.

We might share some information with people who provide education and training for people over 16, like colleges. We may pass on information that helps them to make sure they provide the right kinds of education, such as your name, date of birth, where you're from and things like that.

Your parents can ask us to only share your name, address and date of birth, and nothing else, by contacting the DPO

When you are 16, it's up to you to decide what information you want to share. .

We have to share some information with careers services once you reach 16. The information that is accessible by careers services includes

- Your name, address and date of birth
- Where you are from
- What languages you speak
- Any times that you have not been at school
- Details of assessments
- Whether you are entitled to a free school meal

## Your rights

### What are your rights?

You and your parents 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.
- 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 Middleton who will be able to help you and answer any questions that you may have.

### 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 using it, and how long we will keep it for
- Explain where we got it from, if not from you or 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 want to make a request please contact our data protection officer.

## **Your other rights over your data**

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

## **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.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Mr M Middleton

0208 674 5594

[mmiddleton@stmartins.academy](mailto:mmiddleton@stmartins.academy)

*This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.*