



The Sydney Russell School - Student Data Privacy Notice

Why we are giving this to you

As your school we need to use information about you. We do this for a number of reasons. This document tells you what information we use, how we use it and why we use it.

If you want to know anything about what we do with information about you then please ask your teacher, or speak to your parents/guardians and ask them to contact the school. The school wants you to feel free to raise any questions you may have.

Mr Tsagkadakis is our Data Protection Lead (DPL). He will be able to answer any questions you may have about what the school does with your information. If you or your parents/guardian wishes to speak to him, then he can be contacted on:

gdpr@sydneyrussellschool.com

How we use the information we hold about you

We use this personal data to enable us to:

- support your learning
- monitor and report on your progress and celebrate your successes
- keep you and everyone in the school safe & secure
- deal with emergencies involving you
- maintain our accounts and records
- provide appropriate pastoral care for you
- assess the quality of our services

We also use CCTV systems to monitor and collect visual images for security and a biometric system to facilitate payment for food purchases.

Some of these things we have to do by law. Other things we do because it supports the smooth running of the school.

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper.

The type of information we process about you will include:

- personal details (such as name, unique pupil number and address),
- personal characteristics (such as your ethnic group, language, nationality, country of birth and free school meal eligibility)
- attendance information (such as lessons attended, number of absences and absence reasons),
- assessment results,
- any exclusion information,
- any special educational needs they may have as well as relevant medical information
- where they go after they leave us

Where do we get this information from?

We get this information from:

- You
- Your parents/guardians, and other children's parents/guardians
- Teachers and other staff
- Previous schools
- People from other organisations, like doctors or the local authority for example

How long will we hold information in relation to our pupils?

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Should you change school we will usually pass your information to your new school.

Who will we share pupil information with?

We may share information about you with:

- Partnership Learning Multi Academy Trust
- Other schools or institutions to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding.
- The Department for Education and/or other agencies as and when it is required by law
- Contractors, to enable them to provide an effective service to the school.

Your rights in relation to your information

You can ask to see the information we hold on you. If you wish to do this, you should contact your form tutor or our School Data Protection Lead **Mr. N. Tsagkadakis**.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

Concerns

If you are concerned about how we are using your personal data then you can contact Partnership Learning's DPO ict@partnershiplearning.com or if necessary you or your parent/ carer can contact an outside agency - the Information Commissioner's Office <https://ico.org.uk/concerns/>.