Privacy Notice for Pupils

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, TAMAT, are the 'data controller' for the purposes of Data Protection Law.
Our Data Protection Officer is Mrs Patton (see 'Contact Us' below).

The personal data we hold
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, free school meal or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Special educational needs
- Safeguarding information
- Photographs

Why We Use this Data
We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- To monitor and report on pupil progress, check how you are doing in exams and work out whether you or your teachers need any extra help
- Track how well the school is performing
- Look after your well-being and to keep you safe

Our Legal Basis for using this Data
Under GDPR, 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 interests)

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
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 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 the data
We will keep personal information about you while you are a pupil at one of our schools. When you leave one of our school's your data will be transferred securely to your next school.
We have a retention schedule, which sets out how long we must keep information about pupils, please refer to our Data Destruction Policy for more information.

Data Sharing
We will share your pupil information with:

- Schools that you are attending after leaving us
- Our Local Authority
- The Department of Education (DfE)

We do not share personal information about you with anyone outside the school without consent from you or your parents/carers unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with our local authority and the Department of Education to make sure we are providing you with a good education, your family and representatives to keep you safe and companies like our caterers to make sure we provide you with the best resources and services.

National Pupil Database
We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.
Some of this information is then stored in the National Pupil Database which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.
The database is held electronically so it can easily be turned in statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.
The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.
You can find more information about this on the Department for Education's webpage on how it collects and shares research data.
You can also contact the Department for Education if you have any questions about the database.

Transferring Data Internationally
We will comply with DUAA's updated rules on international data transfers, ensuring adequacy decisions or appropriate safeguards are in place before transferring data outside the UK.

Your Rights
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,' (SAR) as long as we judge that you can properly understand your rights and what they mean. Please refer to our SAR policy for more information.

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) and if so, allow you to review and challenge the data.
- 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 do not 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

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 in error. We will respond to complaints in line with DUAA requirements, providing clear escalation routes and cooperating fully with the Information Commissioner's Office (ICO).

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

You may also seek independent legal advice in respect of pursuing judicial remedy or independently pursue judicial remedy without legal advice or representation.

Contact us
If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact your class teacher or school office who will pass on the information to Mrs Patton. The email address for our DPO is dpo@tamat.org.uk

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.