



**Penistone Grammar School**

**Privacy Notice**

**Never Stop Flying**

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## 1. What is a Privacy Notice

- 1.1. 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.
- 1.2. We collect some information about our pupils, 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 name of individual.
  - **Personal data:** This means any information that can be used to identify you, such as your address and date of birth.
  - **Special category data:** This is personal data that needs more protection because it is sensitive.

## 2. Who looks after your information?

- 2.1. The school is the data controller of the personal information you give to us – we look at how and why your information is collected and used.
- 2.2. 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.

## 3. What information do we collect and use?

- 3.1. The categories of information that the school collects and uses 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
- **Your 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

## 4. Why Do We Collect and Use Your Information?

4.1. We will only collect your information for the following reasons:

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

4.2. 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:

- Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing pupil information are:
  - Consent
  - Contract
  - Legal obligation
  - Vital interests
  - Public task
  - Legitimate interests
- For the purposes of enabling us to deliver education to students, and the administration of this. This includes information that you provide over the telephone, on forms, by email, in letter, in person and online. We will only collect information that is necessary and required by law, and we will explain the reasons for this at the time of collection.
- For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

## 5. How do we collect your information?

5.1. These are the ways we will collect your information:

- Home School Agreements/Registration forms
- Common Transfer File (CTF) from your previous school
- Child Protection Plans
- Information updates provided via email, in letters and in person and from consent forms

5.2. 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.

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

6.1. 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 us for these details if you want to.

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



## 7. . Will your information be shared?

7.1. We normally share information with:

- The Local Authority (LA)
- The Department for Education (DfE)
- Schools that you go to after leaving us
- The School Nursing and Vaccination Team
- The School Photographer
- Careers
- ParentPay
- Bromcom
- CPOMS

## 8. Why Do We Share Your Information?

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

Once you reach the age of 13, we may pass your information to our Local Authority (LA) and/or provider of youth support services because they have responsibilities in relation to the education or training of 13 to 19-year-olds.

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

- Youth support services
- Careers advisers
- Post-16 education and training providers

8.3 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.

## 9. How does the government use your information?

9.1. The pupil 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.

9.2. 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> .

## 10. The National Pupil Database (NPD)

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

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

10.3. 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>.

10.5. 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



10.6. For more information about how the DfE collects and shares pupil 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>

10.7. 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.

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

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

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

10.10. The DfE collects personal information from us and our LA through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

10.11. All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

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

11.1. Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.
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11.2. To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

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

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

## 12. What Are Your Rights?

12.1. You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.



- Have your personal data rectified if it is inaccurate or incomplete.
  - Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
  - Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- 12.2. If you want to request access to the personal information that we hold about you, please contact Miss S Abel, Governance & Compliance Officer (sabel@penistone-gs.uk).
- 12.3. If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

### **13. Updating This Privacy Notice**

- 13.1. We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.
- 13.2. This privacy notice was last updated in July 2024.

### **14. How Can You Find Out More Information?**

- 14.1. If you would like to discuss anything in this privacy notice, please contact, Miss S Abel, Governance & Compliance Officer (sabel@penistone-gs.uk).
- 14.2. If you require further information about how we and/or the DfE store and use your personal data, please visit our [website](#), the Gov.uk [website](#), or download our Data Protection Policy and Records Management Policy.





## **Penistone Grammar School**

Achieving Excellence through a Values Driven Education

**Never Stop Flying**

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