

Privacy notice for Pupils

This information is relevant for pupils below Key Stage 3.

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.



www.thesovereigntrust.uk

What personal information we hold about our pupils

- Your name
- Your address
- Your unique pupil number
- Your nationality
- Your attendance at school and reasons
- Your behavior at school and reasons
- Your medical needs
- Your free school meals
- Your special educational needs
- Your assessments and progress



Why we hold personal information about our pupils

- To support your learning
- To monitor your progress at school
- To provide help with lessons
- To comply with the Law about personal data
- To support your medical needs
- To support free school meals/pupil premium
- To support your special educational needs



Where is the personal information we hold about our pupils

Our school database / Server / Cloud stores information about:

- Your name address and unique pupil number
- Your nationality
- Your attendance at school
- Your medical needs
- Your free school meals
- Your special educational needs



Who we share personal information with about our pupils

- The Local Authority where you live
- The Local Authority where the school is
- Multi Academy Trust/Federation/Academy Chain
- The Department for Education
- The School Nurse/Doctor
- The Courts if we are requested
- Your next school



Why we share personal information about our pupils

Our Laws in England and our School Policies allow for sharing of some information.

(Department for Education (DfE) Section 3 of the Education Information about Individual Pupils Regulations of 2013)

- Your unique pupil number and nationality
- Your attendance at school
- Your free school meals
- Your special educational needs
- Your next school to enable transition
- Our Local Authority



How long will we store this data?

- We hold personal data for 6 years
- Until the child leaves our school

Data about special educational needs or safeguarding issues is kept for 25 years



Requesting access to your personal data

Parents and pupils have the right to request access to information about them held by the school.

Contact your Headteacher in the first instance.
Or the Data Protection Officer.

Our data protection officer is **Dilys Morgan**.



Rights and Responsibilities

- This is owned and managed by the DFE and contains information about pupils in schools in England and is held in electronic format.
- Information is gathered by means of School Census and statutory Data Collections as identified by the Information about Education (Information about Individual Pupils) Regulations of 2013.

Strict Terms Conditions and Regulations are in place concerning:

- Requests
- Purpose/Requirement
- Level and Sensitivity of data requested
- Handling and Storage Arrangements.



Department
for Education

