

Primary Learning Trust (PLT)

...where everyone flourishes!



Pupil Privacy Notice

Primary Learning Trust
Ryders Hayes School
Gilpin Crescent
Pelsall
Walsall
WS3 4HX

Policy Author: Mrs Jaz Paul
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Mission: to educate all our primary children for life, inspired by expert professionals, in a place *where everyone flourishes!*

Vision

- A family of schools, proud to be working together as one entity, in the right conditions for deep and purposeful **collaboration**
- To **belong** to a great place to learn, work and grow.
- To improve and sustain high educational standards across the Trust, through **evidence-informed** practice.
- To continuously improve teaching and learning, ensuring that every pupil has the best possible education.
- To hold trust on behalf of our children, achieving the best for and from our people, so that everyone can **flourish**.
- To empower our children and our people to create a better future.
- To advance the education system, as part of our civic duty, for the wider public benefit

Values

- **Belonging:** where all our people feel connected, valued, trusted and fulfilled, with a shared purpose to achieve excellence, in a place of psychological safety.
- **Flourishing:** where all our people thrive and continue to grow through the development of their intellectual potential and live well, building strong relationships as well-rounded human beings.
- **Collaboration:** by design, to ensure that all our people are supported and openly share ideas and practice; that no school - no child - is left behind, building together the pipeline that develops the next generation of leaders, global citizens, influencers and innovators.
- **Evidence-informed:** conceptual models of quality and improvement that can be shared and embedded. Deliberate and intentional knowledge-building to create expertise through cultures and communities of improvement, using the active ingredients of professional development.

Why are we giving this to you?

Schools within our Trust need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

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/carers and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer within the Trust. They can answer any questions you have about what the school does with your information. If you or your parents/guardians/carers want to speak to them, then you can do at:

Mrs Naylah Khan, DPO n.khan@ryders-hayes.co.uk 01922 683 008

Policy Statement

We are Primary Learning Trust. During your time with our schools, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as “personal data”. This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we use about you?

School will collect, hold, share and otherwise use information about you set out in the boxes below:

• Name	• Telephone and email contact details	• Date of Birth
• Address	• Assessment information	• Details of previous/future schools
• Unique pupil number	• Behavioural information	• Language(s)
• Nationality	• Country of birth	• Eligibility for free school meals
• Photographs	• Attendance information	• CCTV images

School will also collect, hold, share and otherwise use some information about you which is special “special category personal data” and we will take extra care to make sure that this is kept safe:

• Racial or ethnic origin	• Religious beliefs	• Special educational needs and disability information
• Medical / health information	• Genetic and biometric data	• Information relating to keeping you safe
• Sexual life	• Sexual orientation	• Dietary requirements

Where does school get this information from?

We get this information from:

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

Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the schools.

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. Before we do these things the school will ask you or if necessary your parent/carer for permission.

Why do we use special category personal data?

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

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. Where you change school we will usually pass your information to your new school.

Who will we share pupil information with?

We may be share information about you with:

- Other schools or educational institutions you may attend or require support from including Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/ or ESFA as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors
- Data may be collected for the purposes of educational research and shared with researchers from reputable institutions

Keeping this information safe

It is very important that only people who need to use your information can see it. Your information is kept safe by:

Mrs Naylah Khan, DPO n.khan@ryders-hayes.co.uk 01922 683 008

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should contact your class teacher in the first instance, who will then refer your request to our Data Protection Officer.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases

- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with Mrs Naylah Khan, DPO.

The school does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data then you can speak with [enter details here], or if necessary you or your parent/ carer can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.