



Student Privacy Notice

Why are we giving this to you?

As your school we 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 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 Lead (DPL) at the school. They can answer any questions you have about what the school does with your information. If you or your parent(s)/guardian(s) want to speak to them, then you should contact:

Mrs P. Lindsay on 020 8679 0062

The Manor Trust is the school's Data Controller. The Data Protection Officer (DPO) for The Manor Trust is The Education Space. You can contact them at: dpo@theeducationspace.co.uk.

Policy statement

We are Norbury High School for Girls, one of the academies overseen by The Manor Trust. During your time with us, 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". We process personal data on behalf of The Manor Trust, the school's Data Controller.

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?

We 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, institutions or destinations
• Unique student number	• Behavioural information	• Language(s)
• Nationality	• Country of birth	• Eligibility for free school meals
• Photographs	• Attendance information	• CCTV images and video footage

We will also collect, hold, share and otherwise use some information about you which is “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	• Biometric data	• Information relating to keeping you safe
• Sexual life	• Sexual orientation	• Dietary requirements

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
- People from other organisations, like doctors or the local authority

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 and to record when you arrive and leave the school site
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents/carers
- To ensure you have access to refreshments in the school canteen via ID badges or biometric finger scanning

Some of these things we have to do by law. Other things we do because we need to so that we can run 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. Before we do these things we 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 students?

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

Who will we share student information with?

We may share information about you with:

- Other schools or educational institutions you may attend or require support from
- G Suite for Education for remote learning purposes

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, recording destinations, youth support and safeguarding purposes
- The Department for Education and/or the Education and Skills Funding Agency (ESFA) as required by the law
- Government agencies including the police with whom we have a data sharing agreement
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors

Keeping this information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by storing it on a password-protected management system, keeping digital files password protected and paper files in locked cabinets.

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 the DPO (email dpo@theeducationspace.co.uk).

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 contact Mrs P. Lindsay.

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 the DPL on 020 8679 0062, the DPO (email dpo@theeducationspace.co.uk), 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/>.