



Privacy Notice for Pupils

(How we use your information)

You have the legal right to be informed about how our school uses any personal information we hold about you.

This Privacy Notice explains how we collect, store and use personal data about you.

Our Data Protection Officer is Kate Bingham.

The information that we collect, hold and share about you:

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reason, we get information about you from some other places too – like other schools, the local authority (LA) and the government.

The information we collect, hold and share includes

- Personal information about you like your name, address and contact details
- Your test results
- Your attendance records
- Your characteristics like your ethnic background, the language you speak at home, your nationality
- Any medical conditions you may have
- Photographs and CCTV
- Information about your behaviour
- Any special educational needs you may have

St Paul's Way Trust School, 125 St Paul's Way, London, England, E3 4FT

020 7987 1883

www.ust.london

University Schools Trust, East London (limited). Registered in England and Wales. Company No: 7742547.

Registered office: St Paul's Way Trust School, 125 St Paul's Way, London, England, E3 4FT



The lawful basis on which we use this information

The University Schools Trust holds the legal right to collect and use personal data relating to you and your family, and we may also receive information about you from your previous school, the Local Authority (LA) and/or the Department for Education (DfE).

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 interest)

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.

Why we collect and use your information

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

- get in touch with your parents when we need to
- to support your learning
- to see how well the school as a whole is performing
- to look after your wellbeing
- to keep you safe



Collecting pupil 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 or not to provide the data.

We will always tell you whether you are required to provide the information to us or if you have a choice in this.

How long is your data stored for?

We keep information about you while you are attending our school. We may also keep it after you have left the school if this is necessary in order to comply with our legal obligations. The [Information and Records Management Society's toolkit for schools](#) sets out how long we keep information about pupils and this can be obtained from the school's website or the school office.

Who do we share your information with?

We routinely share your information with:

- Schools that the pupil's attend after leaving us
- The pupil's family and representatives
- Our local authority, to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education (DfE)
- Educators and examining bodies
- Our regulator: Ofsted
- The NHS
- Police forces, courts, tribunals

Why do we share your information?

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.



When it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with the people including the ones we listed above.

We are required to share information about our pupils with our LA and the DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD)

We are required to provide information about you to the DfE (a government department) as part of data collected such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the DfE and provides evidence on how schools are performing.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The DfE may share information from the database with other organisations which promote children's education or wellbeing in England. These organisation must agree to strict terms and conditions about how they will use your data and how they will keep is confidential.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

You can find out more information about the department's data sharing process, please on their webpage: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Requesting access to your personal data

Under data protection law, you and your parents have the right to request access to the information we hold about you. To make a request for your personal information, contact our Data Protection Officer at dpo@ust.london.



What are your other rights?

You also have the right to:

- object to processing of your personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data corrected, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer at dpo@ust.london.