



Pupil Privacy Notice

May 2020

Overview

This Notice explains how we will collect and use your personal data.

Hall Orchard CE Primary School is the data controller for personal information or data that we process about you.

This means that your school looks after the information about you.

Throughout this notice, 'academy' 'school' 'we' 'our', 'us' refer to Hall Orchard CE Academy School.

From 25 May 2018, we shall use your personal information or data in agreement with the law, the data protection act and the General Data Protection Regulations 2018 or GDPR for short.

This letter or Notice meets with rules for both laws the DPA and the GDPR.

If there is anything you are unclear about, please speak to your parents, your teacher, the school office or our Data Protection Officer, who will be happy to answer any questions you may have about this letter or the way in which we look after your personal information.

The Data Protection Officer's is Matthew Harvey.

Where does the school get your personal information from?

We obtain personal information about you from the following places:

- From you or your parents when they provide your contact details for open day activities or register you as a pupil with us
- From your last or previous school when you move or transfer to us
- From the local authority who are the admissions authority for the school
- When we obtain personal information about you from other places or people, we will try to make sure that they are allowed to give or provide us with your personal information.

The reasons why we use your personal information and the why the rules or law says we are allowed to use your personal information

We use your personal information for lots of reasons, for example this allows us to keep records of your achievements, take the register in the morning, use the library, text your parents and let your parents pay for meals and trips

The reason for this use or processing is something called 'Legal obligation' which are the words used in law.

This is in the following part of the law under article 6(1)(C) of the General Data Protection Regulations 2018.

What this means is the law allows us to do this so we can look after you when you are at school.

Who might we share your data with?

The school will occasionally share your personal information with other people or places. For example it may share some of your information with the local authority or other government bodies.

The school will also share your information with authorising (or accrediting) and professional organisations, for tests and SATs.

Your rights as a data subject

We thought it would be helpful to set out your rights under GDPR.

You are allowed to:

- Withdraw agreement (consent) where that is the legal reason of our using (processing);
- Access your personal information that we use (process);
- Correct mistakes (rectify inaccuracies) in personal information that we hold about you;
- Have your information deleted (erased) once we no longer have a legal reason for keeping it
- Restrict the use in certain ways;
- Obtain a copy of your information in a commonly used electronic form; and
- Complain (object) to certain use (processing) of your personal information by us.

Please see <https://ico.org.uk/> for *further information on the above rights*. You may also call or speak to the academies Data Protection Lead, (Officer) for further information

Further Information

If you have any worries with regard to the way your personal information is being used or you have a question with about this letter or Notice, please speak to your parents, your teacher, the school office or our Data Protection Lead (Officer), who will be happy to answer any questions you may have.

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Our data controller registration number provided by the Information Commissioner's Office is: Z654746X.