

## **Privacy Notice - Pupils (also provided to parents and carers)**

**This letter might be difficult for you to understand. You can ask your parents or another adult such as your teacher to help you understand it.**

**It is about how we use information about you and what we do with it. We call this information about you ‘personal data’ or ‘personal information.’**

### **Who we are**

You already know that your school is part of The Princethorpe Foundation (which includes Princethorpe College, Crackley Hall School, and Crescent School) but we have to tell you that the foundation is the organisation that is in charge of your personal information. This means the foundation is called the Data Controller.

The postal address of the foundation is The Princethorpe Foundation, Princethorpe College, Princethorpe, Rugby, Warwickshire CV23 9PX.

If you want to contact us about your personal information, you can contact our Foundation Bursar who is Eddie Tolcher. You can speak to him in school or you can leave a letter at reception or send one by post or email him at [eddietolcher@princethorpe.co.uk](mailto:eddietolcher@princethorpe.co.uk) .

### **How we use pupil information**

We, The Princethorpe Foundation collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support your learning and personal development;
- monitor and report on your progress;
- provide appropriate care for you; and
- assess the quality of our services;
- to comply with the law about sharing personal data.

This information will include your contact details, national curriculum assessment results, attendance information, safeguarding information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, religious denomination, any special educational needs you may have as well as relevant medical information. We will also use images and photographs of you. More details about this are in our Images of Pupils policy.

For pupils enrolling for post-14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

The use of your information for these purposes is lawful for the following reasons:

- we are under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils;
- it is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function that is in the public interest because everybody needs to have an education. This means we have a real and proper reason to use your information;

- we have a legitimate interest in holding and using your information because it is necessary in order to provide you with education and pastoral care and connected purposes;
- we will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way that means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be where we are involved in activities that are not really part of our job as a school but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you/your parents to provide it, whether there is a legal requirement on the foundation to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

### **When we give your information to others**

Once our pupils reach the age of 13, the law requires us to pass on certain information to the Local Authority where you live, for example Warwickshire Local Authority if you live in Warwickshire, that has responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that **only** their child's name, address and date of birth be passed to the Local Authority by informing the Foundation Bursar, Mr Eddie Tolcher. This right is transferred to you once you reach the age 16. For more information about services for young people, please go to your local authority website.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact:

- Mr Eddie Tolcher, Foundation Bursar, The Princethorpe Foundation, Princethorpe College, Rugby, Warwickshire CV23 9PX, email [eddietolcher@princethorpe.co.uk](mailto:eddietolcher@princethorpe.co.uk)

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection, allows it.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to [National pupil database: user guide and supporting information - GOV.UK](#).

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance,

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data.

To be granted, access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

We may also disclose your personal data to the following types of organisations:

- software companies that help us organise the school and the activities that we undertake;
- providers of software that help with assessments, tests, activities in class and homework and careers advice;
- examination boards;
- organisers of activities such as sporting or co-curricular events and school trips both in the United Kingdom and abroad;
- providers of services such as photography or film;
- media platforms.

The information disclosed to these organisations does not include any sensitive personal information about you.

At Princethorpe College, we use biometric systems in school that are linked to our cashless catering system. Your biometric information is securely stored on an internal system and is not shared with any other third parties. We need your consent and the consent of one of your parents to use your biometrics.

We use CCTV on our sites to help provide a secure and save environment. When you are on our sites your images will be captured by our CCTV cameras and stored securely on our recording servers for a limited period of time, which is up to 6 months, in case we need to review a previous incident.

In the event of an incident occurring we may be required to share CCTV images which may contain your identity, with third parties such the police or an insurance provider.

We are unable to provide you with copies or access to images captured by CCTV if requested.

Additionally, we will also disclose your personal data to the following:

- your new school if you move schools;
- disclosures connected with SEN support – e.g. professionals such as educational psychologists;
- CAMHS (Child and Adolescent Mental Health Service), the police, social services & health authorities, such as your GP.

The information disclosed to these people/services will include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities that you have. We do this because these people need the information so that they can support you.

Our disclosure of your personal data is lawful for the following reasons:

- we are under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm;
- it is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest;
- we have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above;
- we will not usually need consent to disclose your information. However, if at any time it appears to us that we would need consent then this will be sought before a disclosure is made.

It is in your vital interests for your personal information to be passed to these people or services. We will ask you for consent once we think that you can understand what we are asking. This is because the law requires us to ask you if you can understand. Normally, we involve your parents too. By law, we won't need their consent if you can give it, but parents like to be involved because it is part of looking after you. Before you are old enough to understand, we will ask your parents to consent for you.

We do not normally transfer your information to a different country that is outside the European Economic Area. This would only happen if one of your parents lives abroad or if you move to a new school abroad. If this happens, we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you and your parents about it and make sure that you are happy for us to send your information. As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now. If we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

## **How long we keep your information**

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until the September following your 25<sup>th</sup> birthday.

When you leave school, you will automatically become a past pupil (alumni) of your school and a limited amount of your personal information will be kept to enable us to keep in touch with you. The Privacy Policy for Alumni & Friends of the Foundation past pupils can be found on our website.

## **Visitors to our websites and cookies**

When someone visits our websites we may collect standard internet log information and details of visitor behaviour patterns.

A cookie is a small file that asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs and preferences by gathering and remembering information about your likes and dislikes.

We use third-party cookies to collect information for analytics purposes and to improve your experience of the site. This information is collected anonymously and may be stored off-site. If you do not consent to the use of these cookies, you will need to disable them in your browser.

We may use traffic log cookies to identify which pages are being used. This helps us analyse data about webpage traffic and improve our web site in order to tailor it to customer needs. We only use this information for statistical analysis purposes.

Overall, cookies help us provide you with a better web site by enabling us to monitor which pages you find useful and which you do not. A cookie cannot give us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but it is usually possible to modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the web site.

## **Your rights**

### **You have these rights:**

- you can ask us for a copy of the information we have about you;
- you can ask us to correct any information we have about you if you think it is wrong;
- you can ask us to erase information about you (although we may have good reasons why we cannot do this);
- you can ask us to limit what we are doing with your information;
- you can object to what we are doing with your information;
- you can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy. You can ask for a copy at the school

office.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

EJKT/Stone King May 2018

**Senior School**  
Princethorpe College  
Princethorpe  
Rugby CV23 9PX

Tel: 01926 634200  
e-mail: [post@princethorpe.co.uk](mailto:post@princethorpe.co.uk)

**Junior School**  
Crescent School  
Bilton, Rugby  
CV22 7QH

Tel: 01788 521595  
e-mail: [admin@crescentschool.co.uk](mailto:admin@crescentschool.co.uk)

**Junior School & Nursery**  
Crackley Hall & Little Crackers  
St Joseph's Park  
Kenilworth CV8 2FT

Tel: 01926 514444  
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