# One Community Trust

*(The following primary schools are part of One Community Trust: Croft, Gorse Covert, Oakwood Avenue and Woolston Community)*

# PUPIL PRIVACY NOTICE

| | |
|---|---|
| Author | **Browne Jacobson** |
| Approved by | **Tracy Robinson** |
| Approval Date | **30/03/2023** |
| Version Number | **2.0** |
| Status | **Approved** |
| Review Date | **March 2026** |

## CHANGE RECORD FORM

| Version | Date of change | Date of release | Changed by | Reason for change |
|---|---|---|---|---|
| 1 | 10/03/2022 | 17/03/2022 | BJ | No change – first annual review by Trustees |
| 2 | 07/03/23 | 11/04/2023 | AH | Review in line with current guidance |

## Why are we giving you this?

Your school is part of One Community Trust. Within the Trust 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 Trust 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/carers and ask them to contact the school GDPR Link. The Trust wants you to feel free to raise any questions at all.

The GDPR Link and contact details for each school are listed in the Concerns section of this Privacy Notice.

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

One Community Trust – Andrea Howard – Data Protection Officer – 01925 635565 or octadmin@onecommunitytrust.co.uk

## Policy Statement

We are One Community Trust, comprising of Croft Primary School, Gorse Covert Primary School, Oakwood Avenue Primary School and Woolston Community Primary School. 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 Trust. 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?

We will collect, hold, share and otherwise use information about you set out below:

| Name | Address |
|---|---|
| Date of Birth | Telephone and email contact details |
| Details of previous/future schools | Assessment information |
| Unique Pupil Number | Behavioural information |
| Language(s) | Nationality/Ethnicity |
| Country of Birth | Eligibility for Free School Meals |
| Photographs | Attendance Information |
| C.C.T.V. | |

We 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 |
| Medical/health information | Special educational needs/disability information |
| Information relating to keeping you safe | Dietary requirements |

## Where do we get this information from?

We get this information from:

- You

- Your parents/carers, and other children's parents/carers

- Teachers and other staff

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

## Why do we collect and 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 within the Trust 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 Trust.

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. You can withdraw this consent if you change your mind.

## 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 securely 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 give information about you to:

- Other schools or educational institutions you may attend or require support from

- 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 as required by the law

- Contractors, to enable them to provide an effective service to the Trust, such as school meal providers or external tutors.

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

## Keeping this information safe

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

- Storing it in lockable filing cabinets

- Storing it online in password controlled files and drives or encrypted files which are only accessible by a passcode

- having a secure login for office PCs where information is held

- Pupil information in Scholar Pack can only be accessed using a password and by authorised personnel

## Your rights in relation to your information

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. You can ask to see the information we hold about you. If you wish to do this you should contact Andrea Howard – Data Protection Officer on 01925 635565 or octadmin@onecommunitytrust.co.uk or your schools GDPR Lead as listed in the Concerns section of this Privacy Notice.

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 delete or remove personal data if we no longer need it

- 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 Trust in certain circumstances where you have suffered as a result of the Trust breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with Andrea Howard on 01925 635565 or octadmin@onecommunitytrust.co.uk or alternatively you can speak to your schools GDPR Lead as listed above.

## Concerns and contacts

If you are concerned about how we are using your personal data then you can speak with:

- Andrea Howard – One Community Trust Data Protection Officer - 01925 635565 or octadmin@onecommunitytrust.co.uk

Croft - Michelle Culliford – GDPR Lead – 01925 764276

Gorse Covert – Catherine Cooke – GDPR Lead – 01925 825070

Oakwood Avenue – Tracy Robinson – GDPR Lead – 01925 635565

Woolston Community – Craig Burgess – GDPR Lead – 01925 837764

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.