



Privacy notice for pupils within The Warriner MAT

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you. We, The Warriner Multi Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Julia Jackman. She can be contacted at j.jackman@warriner.oxon.sch.uk or on 01295 720777 (during term time).

The personal data we hold

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

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes but is not limited to:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

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

- Get in touch with you and your parents when we need to
- Support your learning
- Provide appropriate pastoral care
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing
- Support your transition to your next provider of education

Our legal basis for using this data

We will only collect and use your information when the law allows us to. The main pieces of legislation we comply with are:-

General Data Protection Act (2016) Article 6 1 (c) (*processing is necessary for compliance with a legal obligation to which the controller is subject*)



General Data Protection Act (2016) Article 9, 2 (b) (*processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law*)
The Education (Information About Individual Pupils) (England) Regulations 2013, section 3
The Education Act (1996)

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.

Collecting this 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 if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

Data retention

Data is retained in-line with our Data Protection Policy and Retention Schedule which can be obtained via our website.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- *Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions*
- *The Department for Education (a government department) – to meet our legal obligation*
- *Your family and representatives – we may have information about any family circumstances that may affect your welfare or happiness*
- *Educators and examining bodies*

- *Our regulator (the organisation or “watchdog” that supervises us), OFSTED*
- *Suppliers and service providers – so that they can provide the services we have contracted them for under our strict data protection guidelines.*
- *Central and local government – to meet our legal obligation*
- *Survey and research organisations – only if the research is linked to local authority, central government or Department of Education.*
- *Health authorities – such as NHS England to share information about your child’s health and wellbeing*
- *Health and social welfare organisations – School Nurse, Hospital Schools, Social services, Local Authority and Department of Education.*
- *Professional advisers and consultants – Regulated companies who attend school to deliver bespoke training to students whose own company meet our strict data protection policy.*
- *Charities and voluntary organisations – Counsellors and Mentors as required*
- *Police forces, courts, tribunals – to meet our legal obligation*
- *Professional bodies*

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

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 Department for Education may share information from the database with other organisations which promote children’s education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education’s webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Oxfordshire County Council as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you’re 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Oxfordshire County Council.

Transferring data internationally



We do not transfer data to countries outside of the United Kingdom.

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a **'subject access request'**, as long as we judge that you can properly understand your rights and what they mean.

For The Warriner students, an exception to this is for Summer 2020 **Centre Assessment Grades and Rankings**; you may request this specific data and we will provide it as soon as possible (and within a maximum of 5 working days), either electronically or on paper. You must request this, not your parent or carer, and it will be released solely to you. This request will be dealt with by our Data Protection Officer or another member of staff in her absence and logged accordingly.

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

You may have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

If you want to make a request please contact our data protection officer.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong. You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Julia Jackman
The Warriner School
Bloxham
OX15 4LJ

j.jackman@warriner.oxon.sch.uk



This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended to reflect the way we use data in this school.

Reviewed: July 2020

Next review: May 2021