

Rack House Primary School Pupil Privacy Notice

*Rack House
makes sure that
it protects
information
about you.*

1. Rack House **makes sure your privacy is protected**

Information about you needs to be protected. The school respects you and wants you to be protected in every way. This includes protecting your information to stop bad things happening (for example, stopping people who don't know you finding out how well you are doing in school, or finding out what medical conditions you have).

There is a law that explains to the school the things that we need to do to protect you, it is called the General Data Protection Regulation. It is usually shortened to the GDPR. It became law in May 2018 and the school makes sure that we do everything it says we should.

Part of doing what this law says is to tell you what we do with your information and that is what this paper is for. If you don't understand anything in this paper or want to know more you can contact the School's Data Protection Officer.

Data Protection Officer: MaryAnn Davison

Address: Yarmouth Drive, Northern Moor, Manchester, M23 0BT

Email address: dpo@rackhouse.manchester.sch.uk

Phone number: 0161 9982544

Rack House has personal information about you and how you are doing in school.

2. Information we collect on you

There are reasons why the school needs to have information about you. We need to know how much you are learning and what activities you are doing so that the teachers and staff can do their best for you.

We start to collect information on you when your parents apply for you to attend the school and if you join the school we add to this information while you are attending the school. This information about you includes:

- Your personal details for example name, address, date of birth;
- Personal details of your parent or guardian;
- How you are doing in school, your exam results, attendance and behaviour;
- If you are sick in school, information about this, when it happened, what we did;
- For some children who need help with problems outside of school we also collect information about this.

We have worked out how long we need to keep your information and delete after that

3. How long do we keep this information for?

We keep the information we gather about you at least until you leave the school.

Some information we keep for longer. For example, when you leave the school you might want to tell a person that is going to give you a job that you were here and so we must be able to answer their questions.

We have worked out the amount of time we need to keep the information that you have about you. Once this time is reached we delete the information.

We share your information with others

4. We share your information with other organisations

We need to let the Local Authorities and the Government know some things about you so that they:

- Give us the money we need to run the school;
- Make the right decisions about how to spend money on schools;
- Make the right decisions about what you learn in classes.

There are some things that the school asks other organisations to do for us. By getting other organisations to do these things we can spend all our time helping pupils learn and making the school a good place to be.

*You have rights
and we need to
make sure we
can give you
proper access to
these rights*

5. Your rights

There are things that we are legally required to do for you. The first is to explain what we are doing with your information. That's why we wrote this paper. There are other things listed below. If you want these to happen, you must let us know by contacting the school's Data Protection Officer.

Rights you have:

- Ask us for all the information we have about you;
- Correct any information we have about you that is wrong;
- Complain about what we do with your information to the Information Commissioner's Office – this is the organisation which makes sure schools and other companies do what they are supposed to do as part of the GDPR.

You have other rights, but we won't always be able to deliver them. If you would like these things to happen ask the Data Protection Officer and we will explain if we can or cannot do them.

- Delete information that we have about you;
- Send your information to you or others when you ask us to;
- Tell us that you do not like what we are doing with your information.

If you are a current pupil there is very little information we have about you that we can delete. For example, we can't delete your exam results or your behaviour files.

*We keep
information
about you safe*

6. We secure information about you

We keep the computer systems and paper files we have with your information safe. This means that we will do our very best to stop anyone doing something with your information that is not explained in this paper.

MaryAnn Davison

GDPR for Schools

May 2018