

PRIVACY NOTICE
for
Pupils in School, Alternative Provision and Pupil Referral Units and Children in Early Years Settings.

Privacy Notice – UK General Data Protection Regulations and the Data Protection Act 2018.

We Rumworth School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken. *Data bases we use are SIMS, CPOMS and Operoo etc.*

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

Your Rights:

Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you. These include the right to:

- be informed about how your data is being used
- access personal data
- have incorrect data updated
- have data erased
- stop or restrict the processing of your data
- data portability (allowing you to get and reuse your data for different services)
- object to how your data is processed in certain circumstances

You also have rights when an organisation is using your personal data for:

- automated decision-making processes (without human involvement)
- profiling, for example to predict your behaviour or interests.

Lawful Bases for Data Processing:

As a data processor, we must have a lawful basis for processing your personal data. We process data under the lawful bases of legal obligation and public interests.

If you want to see a copy of the information about you that we hold and/or share, please contact the office at Rumworth School.

Our Data Protection Officer is Tom Powell. If you wish to contact him, his details are listed below:

Tom Powell

Email: schools.dpo@manchester.gov.uk

Tel: 0161 600 7993

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.bolton.gov.uk/website/Pages/PrivacynoticeforBoltonschools.aspx>

and

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0077959/what-the-department-does-with-pupils-and-childrens-data>

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Information Management Unit
Bolton Council
Children's Services
PO Box 53
Bolton
BL1 1JW
Website: www.bolton.gov.uk
Email: ec.imu@bolton.gov.uk
Tel: 01204 33 2129

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
W1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

In addition for Secondary and Middle deemed Secondary Schools:

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. Please inform *school* if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website shown above.

If you are unhappy with the processing of your personal data, and need to lodge a formal complaint, you have the right to do so via the Information Commissioner's Office:

Website: <https://ico.org.uk/global/contact-us/>

Telephone: 0303 123 1113.

THIS PRIVACY NOTICE IS UNDER REVIEW DUE TO GDPR AND MAY BE AMENDED AT A LATER DATE.