

Privacy Notice: Pupils

Kennet School



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. Kennet School is the data controller for the purposes of data protection law.

Contact details

Kennet School
Stoney Lane, Thatcham, Berkshire RG19 4LL
Telephone: 01635 862121
Website: www.kennetschool.co.uk
Email: office@kennetschool.co.uk

What type of information do we have?

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:

- your name, address, telephone number and email address;
- the names, addresses, telephone numbers and email addresses of your parents or carers and those of other people we could contact in an emergency;
- your date of birth;
- your gender;
- your religion;
- your nationality, country of birth and home language;
- your test and exam results and attitude to learning grades;
- your attendance records;
- any medical conditions you have;
- your Covid vaccination status if you are attending an overseas trip;
- details of your achievements (house points, commendations and participation in House or school events);
- details of any behaviour issues (including those which do not result in a sanction) or exclusions;
- your bank account details to pay the 16-19 bursary to eligible Year 12 and 13 pupils;
- photographs and videos;
- CCTV images.

Some of this personal information is called special category data – this is information about you which is more sensitive and may include:

- your ethnicity;
- your fingerprint (called biometric data);
- details of any special educational needs;
- whether you have free school meals;
- whether you are in receipt of the pupil premium grant.

Why do we need it?

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

- get in touch with you and your parents when we need to;
- check how you're doing and work out whether you or your teachers need any extra help;
- look after your wellbeing and to keep you safe;
- support you in your future aspirations through our careers programme;

- track how well the school as a whole is performing;
- comply with the law and the legal duties placed upon us.

How we collect the information and why we have it

We collect the information in a variety of ways such as through the data collection sheet completed by your parent/carer when you join Kennet School; the local authority or from the Department for Education; from correspondence with agencies and healthcare professionals involved in your health and welfare; from your previous and future schools; from other parents and your fellow pupils.

We will only collect and use your information when the law allows us to. 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.

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 give us the data. We will always tell you if it is optional. If you must give us the data, we will explain what might happen if you don't.

Storing your information

We will keep personal information about you while you are a pupil at our school. We will also keep it after you have left the school, where we are required to by law. We have a Data Retention Schedule which sets out how long we keep information. A copy is available on request.

We will keep your personal information securely on our computer network or in our database. Your paper pupil file is kept in a locked filing cabinet. Teachers and other members of staff can only access the information about you that they need to do their jobs.

What we do with the information we have

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 your personal information with:

- our local authority or other local authorities if you don't live in the area covered by 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) and our regulator 'Ofsted'. Both of these organisations supervise us and what we do;
- your family and representatives – to let them know how you are doing at school and raise any concerns or share successes;
- exam boards – to allow you to take your GCSE, vocational and A Level examinations;
- health authorities, including speech and language therapists, occupational health therapists, physiotherapists or the school nursing team who carry out immunisations – to make sure you receive the care you need at school and to keep you healthy;
- emergency services to help them to respond to an emergency situation which affects you;

- the police to help them with their investigations;
- other schools – when you join us and if you leave Kennet School for any reason;
- universities and colleges including UCAS and other organisations involved in higher education;
- School Information Management System (SIMS) and FROG (our virtual learning environment) – to manage your education;
- suppliers of teaching and learning resources and analysis tools – to help us track how well you are doing and how well the school as a whole is doing, and to provide teaching and learning resources to help you;
- travel companies – if you go on a school trip either in the UK or abroad;
- companies involved in our work experience and careers programmes;
- if someone makes a complaint about how the school has behaved, we may need to use your personal data to deal with this appropriately.

Transferring data internationally

Where we transfer data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your data protection rights

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. If you want to make a request, please contact our [Data Protection Officer](#), your tutor or Head of House.

You 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;
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it;
- make a claim if the data protection rules are broken and this harms you in some way.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you have any questions about how we use your personal data, please let us know by contacting our [Data Protection Officer](#), your tutor or Head of House.

How to complain

We take any complaints about how we collect and use your data very seriously, so please let us know if you think we've done something wrong. Please contact [Data Protection Officer](#) if you have a concern. Or you can contact the Information Commissioner's Office:

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline: 0303 123 1113

Website: www.ico.org.uk (contact page)