SCHOOL PRIVACY NOTICE – FOR STUDENTS
Privacy Notice - Data Protection Act 2018
How We Use Your Information

THE VINE CHRISTIAN SCHOOL

We at The Vine Christian School are the 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.

**We hold this personal data and use it to:**

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

**The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, address, and contact details
- Characteristics (such as ethnicity, language, nationality, country of birth and special educational needs)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Any relevant medical information.
- Assessment and attainment (such as test results, yearly reports, ICCE results)
- Safeguarding information.

**We use the pupil data to:**

- **support pupil learning**
- **monitor and report on pupil progress**
- **provide appropriate pastoral care**
- **assess the quality of our services**
- **comply with the law regarding data sharing**

**Consent**



Your consent to hold this data must be freely given and must be a positive indication of your agreement to your personal data being processed. It will be assumed that you consent.

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority Children's Services and the Department for Education (DfE).

**How Long We Keep Your Information For**



We keep your information for as long as we need to, in order to educate and look after you. We will keep some information after you have left the school, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the school.



**What Decisions Can You Make About Your Information?**

Data protection legislation gives you a number of rights regarding your information. Parents and pupils have the right to request access to information that we hold about them. To make a request for your personal information, or be given access to your child's educational record, contact Mrs. René Esterhuizen.

**You have the right to:**

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing, such as when you leave the school
- restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- ask we do not use your data in a certain way
- complain about any of our use of your data
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- have explained if there will be any decision-making, including profiling, using your data and for the reasons behind this to be explained to you.

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### UK General Data Protection Regulation

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

1) Under **Article 6** of the **UK GDPR**, the lawful basis for processing school workforce, parents and governors' information is to fulfil legal, contractual obligations and other legitimate interests. For data collection purposes (Departmental Censuses) provisions of the Education Act 1996 will be followed. Consent will be requested for specific activities (at the time of activity) where activities require processing of data if deemed suitable.

2) From **Article 9** of the **UK GDPR -** the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where domestic law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

3) We only share the minimum necessary amount of relevant and adequate personal data.

4) We ensure that the personal data is shared in compliance with our other data protection duties and obligations, including fairness, accuracy, and security.

### Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.

### Contact

If you would like to discuss anything in this privacy notice, please contact: Mr David Walker at dwalker@thevcs.org.uk

**I understand the above information and consent to my personal data being used according to the reasons given.**

**Name of Student: _____**

**Date: _____**

**Signed: _____ (Student/Parent)**

**If the student is under 12, the parent should sign on their behalf.**

Please return to the school, a copy will be made for the parents/students to keep.