



PRESTON MUSLIM GIRLS
— HIGH SCHOOL —

Education with Patience Modesty Gratitude Humility Sincerity

PRIVACY NOTICE – PUPILS

Approved by:	Headteacher/Governing Body	Date: 4 December 2023
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Last reviewed on:	November 2023
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Next review due by:	November 2024
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INTRODUCTION

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 notice explains how we collect, store and use personal data about **pupils at our school**, like you.

We at Preston Muslim Girls High School, The Crescent Buildings, Peel Hall Street, Preston, PR1 5BY (01772 651906), are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Mr U Lunat (see 'Contact us' below).

WHY DO WE NEED YOUR INFORMATION?

We will only collect your information when we need it to help us do our job or to follow the law. When we have collected it, we use it to:

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

INFORMATION THAT WE COLLECT, PROCESS, HOLD AND SHARE INCLUDES:

- personal information – this is things like your name and address;
- characteristics and special categories of data – this means information about you, like where you are from and what language you speak;
- free school meal eligibility – so you can be provided with what you are entitled to;
- attendance information – how many times you have not been able to come to school and why;
- assessment information – we collect your test and exam results;
- behavioural information – the number of times you may have been excluded and why;
- relevant medical information – any illnesses or special conditions that you may have so we can keep you safe;
- information on Special Educational Needs and Disability (SEND) – information that helps us to teach you;
- CCTV images for safety and security on school premises;
- Photographs and video recordings – to place on display boards or our website; before we take any we will ask you or your parents for permission.

THE LEGAL DETAIL

Under Data Protection laws (UK GDPR Articles 6 and Article 9) we are allowed to process your personal data as long as we follow the rules on how to do it. Preston Muslim Girls High School has a *Record of Processing* that details the law and the rules that are being followed to enable your personal information to be processed.

Your information is processed so that we can provide you with education. Numerous pieces of information we have on you are required by law, meaning we cannot do our duties if we do not have this information.

COLLECTING YOUR INFORMATION

If it is mandatory then you have no option but for us to have this information, and some of your information we may have to get from other places if we are required to do so. Some special category information (for example racial or ethnic origin and religion) we will not use unless you are specifically aware of it.

When we ask you for information that you do not have to give us, we will ask you for permission and let you know why we want it and what we will do with it. You then have the choice whether you wish to provide your permission.

HOW LONG WILL WE KEEP YOUR INFORMATION

We will not keep your personal data forever, only for as long as we need it to help us do the thing that we needed it for. We have a policy that tells us how long to keep it and when and how we need to destroy it.



SHARING YOUR INFORMATION

We do not share your information with anyone without permission unless the law says we can or should. We share information with the following:

- The Local Council
- Department for Education (DfE)
- Education Skills Funding Agency
- Standards and Testing Agency
- Ofsted
- NHS (e.g., vaccinations and school nursing service)
- Police
- Social Services
- Educational Psychology Department
- Children & Adolescent Mental Health Services (CAMHS)
- Children and Family Court Advisory Service (CAFCAS)
- Careers Advisory Service providers
- Peripatetic services
- Alternative education providers
- Other schools/academies (during pupil transfer)
- Sixth form colleges and other post-16 providers
- Examination Boards
- Library records systems
- Print Management Software providers
- Management Information Systems (e.g., SIMS, SISRA, Safeguarding and accident reporting systems)
- Text and Email communication systems
- Cashless payment systems (e.g., Biostore)
- Catering Providers
- IT Contractors
- Providers of visitor management and access control systems
- Residential trip organisers and insurers
- Approved research organisations
- Educational trip management system (i.e., Evolve)
- Providers of online learning resources
- Providers of software supporting Cognitive Ability and National Group Reading Tests
- Providers of financial management software
- Photography and design agencies

One of those we have shown as having to share information with is the Department for Education (DfE) who oversee all schools. The DfE ask us for information like how many pupils we have, how well they attend and how well they do in their exams. They store some of their information in the *National Pupil Database*, and then share some of it with people looking to help schools and pupils. The DfE make sure the database is safe and that information is only shared with people who will use it safely.

When you reach the age of 13, we must pass certain information to the local Council and to Youth Services providers. At age 16 we may also pass on some of your information to local colleges, other training providers and careers services. This will enable them to provide you with training and future career advice. Your parents or carers can ask that we only share your name, address and date of birth by contacting the school. At age 16 you can decide what information you want to share yourself.



YOUR RIGHTS

You have specific rights in relation to the processing of your personal data. You have a legal right to:

- ask to see the information we hold;
- ask us to change information you think is wrong;
- ask us to remove information when it is not needed anymore;
- ask us to only use information in certain ways;
- tell us that you do not want your information to be processed.
- You also have the right **not** to be subject to decisions based purely on automated processing. This means that we will not make important decisions about you and your education based only on what a computer tells us. We will always think carefully about these decisions to make sure you are treated fairly.

You must contact the Data Protection Officer (on the details previously given) to do any of these. Preston Muslim Girls High School also has a Form you can get from your school office to make sure you include all the information required. Preston Muslim Girls High School will consider all requests in line with the law.

If the information we are collecting is information that you can chose not to give, you can tell us to stop collecting it at any time. This will not affect any information that you gave us before you change your mind on the permission.

If you are worried about how we get or use your information, you can see your Form Tutor who will arrange for you to speak to a member from the Senior Leadership Team. You can also contact the Data Protection Officer (on the details previously given). If you want to speak to somebody not connected with your school, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>. The Information Commissioner's Office oversee the Data Protection laws for the United Kingdom.

You can see the personal information the DfE hold about you by making a "subject access request" to them. Further information on how to do this can be found within the DfE's personal information charter, which is available at the following web address: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You may also contact the DfE with any questions you have regarding how they use your personal information, by visiting: <https://www.gov.uk/contact-dfe>

