



# PUDSEY GRAMMAR SCHOOL

EST.1905

## Privacy Notice for Pupils 2025 - 2026

This policy has been agreed by the Governing Body of  
Pudsey Grammar School

Ratified: Full Governing Board

Date approved: 9<sup>th</sup> July 2025

Review: July 2026

## **Privacy Notice for Pupils**

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 when we are processing your personal data.

This privacy notice explains how we collect, store, and use personal data about you.

Pudsey Grammar School Is the 'Data Controller' for the purposes of data protection law.

Our named school contact is Mrs K Byrne, Director of Operations. Our Data Protection Officer is Ben Cain (see Contact Us section below). Independent assurance is provided by SAMpeople.

## **The personal data we hold**

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 contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Details of any behaviour Issues or exclusions
- Photographs
- CCTV Images

## **Why we use this data**

We collect this data in accordance with requirements set out in certain laws and regulations Including but not limited to the Education Act 2005, Safeguarding Vulnerable Groups Act 2006, and the Keeping Children Safe in Education guidance. 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 in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Ensure you are appropriately safeguarded and to look after your wellbeing

## **Our legal basis for using this data**

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 Interests)

Where we have 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.

### **Collecting this information**

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 to provide the data.

We will always tell you If It's optional. If you must provide the data, we will explain what might happen If you don't.

### **How we store this data**

We will keep personal Information about you while you are a pupil at our school. We may also keep It after you have left the school, where we are required to by law.

We have a Data Retention Policy which sets out long we must keep Information about pupils. This Is available on the school website.

### **Data sharing**

We do not share Information about our pupils with anyone without consent unless the law and/or our policies allow us to do so.

### **Youth support services**

Once our pupils reach the age of 13, we also pass pupil Information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The Information shared Is limited to the child's name, address, and date of birth. However, where a parent or guardian provides their consent, other

Information relevant to the provision of youth support services will be shared. This right is transferred to the pupil once they reach age 16.

We will also share certain Information about pupils aged 16 and over with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

### **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share Information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

In some circumstances, the school may also share data with:

- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers - to enable them to provide services we have contracted them for
- Financial organisations
- Survey and research organisations
- Health authorities (NHS)
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

We may also share data with other professionals/contractors if a pupil has signed up to a club or event (e.g. musical instrument tutor).

## **Transferring data Internationally**

Where we share data with an organisation that is based outside of the United Kingdom, we will do so by considering UK adequacy decisions or ensuring Standard Contractual Clauses are in place

## **Your rights**

### **How to access personal Information we hold about you**

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 can judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if you are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our named school contact, or the Data Protection Officer at [info@pudseygrammar.co.uk](mailto:info@pudseygrammar.co.uk), on 0113 255 8277, or in writing to Pudsey Grammar School, Mount Pleasant Road, Pudsey, LS28 7ND. Please address letters or emails for the attention of the Data Protection Officer.

## **Your other rights over your data**

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
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine rather than by a person)
- Have it corrected, deleted, or destroyed if it's wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

It is important to note that not every right listed above is absolute and that requests are considered in line with the trusts data retention and safeguarding obligations.

### **Data retention/destruction**

The data will not be held for longer than is necessary and will be disposed of safely when it is no longer required.

### **Complaints**

We take complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our named school contact or the Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1133
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Data Protection Officer: Ben Cain, [dpo@feps.co.uk](mailto:dpo@feps.co.uk), 01924 907319