

What is Personal Data?

"Personal Data" is information about you! It's how we can identify you, and it's also information about you that may help to support you.



What Personal Data do we have in school and why do we need it?

We will keep basic information about you, such as your name and age, so we can ensure you're in the correct class. We also hold information on you relation to any health conditions or allergies you may have to ensure you are safe and to provide any specialist support.

Where do we get it from?

Some of your Personal Data is provided to us from the council, who get it from your parents or carers when they first applied for you to begin school. If you've moved schools, your previous school will have sent us your records from there. We also get information directly from your parents or carers, and sometimes directly from you. In very rare circumstances, we may receive information about you from the council or your doctor, where they feel the information can help to better support you.



Your final year and moving to secondary school

New school - We have to transfer your information to your new secondary school to ensure they can plan for your arrival. We may do this before you join them.

Leaving Celebrations - The school (or PTA) may organise a number of activities to celebrate your time at the school. These include:

- **Leavers Hoodies** - We will print your full name on the hoodie for your and your year group's benefit, to cherish those memories. We will not print your full name where there are safety concerns (very rare).
- **Leavers Events** - There may be events arranged such as Leaver's Assemblies or Leaver's Parties; we may also take photos to capture your final moments at the school, we won't name you in full on any of our internet posts. Some of the photos may also feature in the local press.

**** Please note you can object to any of these things ****



Why are we doing this and why are you telling me?

We do this as we believe it's in your interest and our interest to celebrate your time at the school – if you don't wish to be named on a hoodie or included in any leaver's photos then let us know by contacting the school office ASAP.

Please note:

- Once the hoodies are printed we cannot remove any names.
- For any images we post on our website or social media accounts, we can take these images down, there is a small risk that some web browsers (such as Google) may cache (remember) the web pages
- If the images are published by the local media you would need to contact them in order to take down the images from any web pages they may own. They would not be able to do anything around printed versions.

How long do we keep your Personal Data for?

Your basic identifiers and contact details are only kept for as long as they're still needed, which is normally while you remain in the school.



A copy of your education record is kept until you turn 24 (25 if you have special educational needs). If you leave us to go to a different school, the copy of your educational file will be passed to your new school, and we will no longer hold this. We may hold on to the file for a short period of time whilst you transition to your new school.

There are certain other records that we legally have to keep for different lengths of time, for example accident forms or details of serious incidents. The school holds a full Retention Schedule, which details how long every record is kept for. You are welcome to look at this if you want to know how long something will be kept for.

How can you ask questions about your Personal Data?

You have a number of "Rights" when it comes to your personal data, including seeing what information we have about you, and correcting it if it's wrong. You can also



- Change your mind and "Revoke your consent" if we've asked your permission to do something.
- Object to certain things – such as being named in Leaver's Hoodies or being photographed or filmed at Leaver's Assemblies/Parties.

If you have any questions at all about your Personal Data and how it's used in the school, you can contact the school office, or our Data Protection Officer: i-West@bathnes.gov.uk