

YOUR GUIDE TO THE *GENERAL DATA PROTECTION REGULATIONS* AT PENKETH HIGH SCHOOL:

We need to tell you what personal information we keep about you...

We know and keep your:

- * name, address & date of birth
- * unique pupil number
- * nationality & ethnicity
- * attendance at school and reasons
- * behaviour at school and reasons
- * medical needs
- * free school meals
- * special educational needs
- * assessments and progress
- * pupil premium information
- * pupil welfare records
- * photograph

Why do we need this information?

- * To support your learning
- * To monitor your progress at school
- * To provide access to services (e.g. catering)
- * To comply with the law about personal data
- * To support your medical needs
- * To support free school meals/pupil premium
- * To support your special educational needs
- * To look after your well being

Where do we keep your details?

- * Our school server, the school database and the cloud
- * The Local Authority holds information about you
- * The Government has your information on the National Pupil Database
- * Our SENCo and the Local Authority if you have special educational needs

Who do we share your personal information with?

- * The Local Authority (Warrington LA)
- * The Department for Education
- * Educators and examining bodies
- * OFSTED (school inspectors)
- * Your family
- * Other professional bodies (ask for details)

Why do we share personal information about you?

- * Our laws in England and our school policies allow for sharing of some information.
- * The Department for Education needs to know about:
 - How well you are doing at your school
 - Your attendance at school and safety
 - Your free school meal and pupil premium needs
 - Your special educational needs and provision
- * Some of our curriculum resources mean that we need to share some information with our service providers.
- * To help us monitor your progress and help you achieve as much as you can.

How long do we keep your information?

Until you are 25 (or 31 if you have special educational needs).

If you have any questions, please speak to your Head of Year in the first instance

Whilst most of the information we receive about you must be passed on, some of it is by choice. When we need to collect information, we will always make clear if you have a choice or not. You must give consent yourself from Year 9.