

How We Use Your Information!

Privacy Notice for Pupils

This notice is to help you understand **how** and **why** we collect your personal information and **what** we do with that information. It also explains the decisions that you can make about your own information.

We are giving you this notice because you are mature enough to make decisions about your personal information.

If you have any questions about this notice please talk to a member of the Senior Leadership Team.

What is personal information?

Personal information is information that the academy holds about you and which identifies you. This includes information such as your name, date of birth and address as well as things like test results, medical details and behaviour records. The Academy may also record your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

How and why does the Academy collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The academy's primary reason for using your personal information is to provide you with an education.

We collect this information to help the Academy run properly, safely and to let others know what we do here. Here are some examples:

- Admissions forms give us lots of personal information. We get information from you, your parents, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.
- We need to tell the appropriate teachers if you are allergic to something or might need extra help with some tasks.
- We use CCTV to make sure the Academy site is safe. CCTV is not used in private areas such as changing rooms.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the Academy or let them know if we have any concerns about your welfare.

- We may need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other pupils at the Academy.
- If you are from another country we have to make sure that you have the right to study in the UK. We might have to provide information to UK Visas and Immigration who are part of the government.
- Depending on where you will go when you leave us we may need to provide your information to other schools, colleges and universities or potential employers.
- When you take public examinations (e.g. SATS) we will need to share information about you with examination boards. For example, if you require extra time in your exams.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your classmates is injured at School or if there is a burglary.
- Occasionally we may use consultants, experts and other advisors to assist the Academy in fulfilling its obligations and to help run the Academy properly. We might need to share your information with them if this is relevant to their work.
- If you have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your academic and your behaviour records with your parents or guardian so they can support your schooling.
- We may share information about you with other academies in the DNEAT trust. For example, how well you have behaved at in school and your test results.
- We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.
- We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. This is to check that you are not misbehaving when using this technology or putting yourself at risk of harm. If you would like more information about this you can read the Acceptable Use policy or speak to a Senior Leader in school.
- We may use photographs or videos of you for the Academy's website and social media sites or prospectus to show the type of activities we get up to at school. We may continue to use these photographs and videos after you have left the Academy.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson (If you have concerns about us using photographs or videos of you please speak to a Senior Leader in school).
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.

Collecting pupil information

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 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.

Storing Pupil Data

We hold pupil data for agreed DNEAT timescales

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- our Academy Trust
- the Department for Education (DfE)

We do not share information about our pupils with anyone without permission unless the law and our policies allow us to do so.

If you have any concerns about any of the above, please speak to a Senior Leader in school.