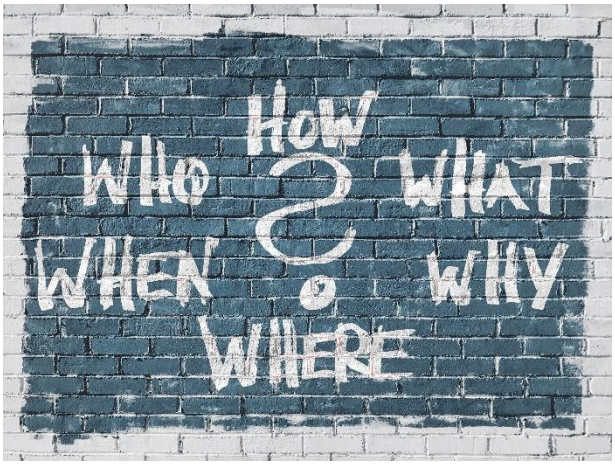
Privacy Notice for Students

What's this all about?

You hear lots of people talking about Data Protection but what does it mean to you?



There is a law that forces anyone who uses information about you to keep it safe.

Things like your address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons, and the law tells them exactly what they are allowed to do with yours.

We collect some information about our students, like you. It's our job to tell you how we will collect the information, how we will record it and how we will use it.

In this notice, you will see different words used that you may not be familiar with, such as:

Data controller: This is the person or organisation in charge of the information we collect.

Data processor: This is the person/organisation which the data controller asks to help manage information.

Data protection officer (DPO): This person makes sure we do everything the law says. The school's DPO is Mrs Ward

Personal data: This means any information that can be used to identify someone, such as your address and date of birth.

Who looks after your information?

The school is the data controller of the personal information you give us – we look at how and why your information is collected and used.



Sometimes the school has to give your information to other people, such as the government, but it will only give away your information when you say it's ok or when the law says that they have to. When your data is given to someone else, they must look after it and keep it safe.

The school's Data Protection Officer is Mrs Ward.

Why do we collect and use your information?

We only collect your information when we need it to help us teach you, keep you safe, or because the law says we must.. When we've collected it, here's how we use it:



- To get in touch with you and your parents when we need to
- To support your learning
- To monitor and report on your progress
- To provide appropriate care and support
- To protect your welfare and follow safeguarding procedures
- To assess the quality of our service
- To comply with the law regarding data sharing

What information do we collect?

The categories of information that the school collects, holds and shares include the following:

Your personal information

This is things like your name and address.

Your characteristics

This means information about you, like where you're from, what language you speak and things like that.

Your attendance information

We will also record how many times you missed school and why you couldn't come to school.



Your assessment information

We collect your test results when you sit a big test or exam.

Some of your medical information

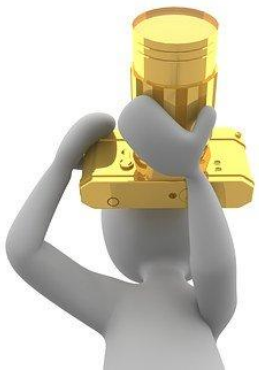
We keep information about any times you've been ill and any special conditions you have that we need to know about to keep you safe.

Your special educational needs

We collect information that helps us teach you better, such as any special educational needs you may have.

Behaviour information

We record any incidents that have happened during school time, the number of times you've been excluded and why.



Photography

Using photographs of you counts as processing your personal data. We will always ask for permission before we take and use your photo. You or your parents can say no, and you can change your mind later. We will never use your photo online or in the newspaper without asking."

Do you have to give us your information?

Some of the information we need is part of the law, so we must ask for it. Sometimes, we ask for extra information — but you or your parents can say no, and that's okay. If we ask for permission, you can change your mind at any time.

How long will we keep your information?

We don't keep it forever, only for as long as we need it to help us do the thing we needed it for. When we no longer need your information, we safely delete or destroy it.

Will your information be shared?

We won't share your information with anyone else without your permission, unless the law says we can or should. We may share information with:



- The Local Authority [Leicestershire] – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- Your family
- Our regulator, e.g. Ofsted
- Central and local government, e.g. statutory returns
- Our auditors, e.g. number of students eligible for Free School Meals
- Survey and research organisations (anonymised data)
- Fischer Family Trust
- Suppliers and service providers – to enable them to provide the services we have contracted them for:
    - Record keeping

- Breakfast and After School club
- Payments
- School meals
- Communications
- Teaching and learning
- School Photographer

- The NHS
- Health authorities, e.g. safeguarding concerns
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Students' destinations upon leaving the school



Sometimes we have to share your information. We normally have to share it with the people in charge of all schools, the Department for Education (DfE). They may ask us to share things like:

- Students on roll at the school
- Attendance figures
- Performance data

They store some of their information in the National Student Database, and then share some of it with people looking to help schools and students like you. But don't worry, the database is very safe and your information won't get lost or given to anyone who shouldn't have it.

Your parents can ask us to only share your name, address and date of birth, and nothing else, by sending an email or letter to the school office. When you're 16, it's up to you to decide what information you want to share.

What are your rights?

Your parents or carers usually help you with your rights until you're old enough to decide for yourself. These rights include:



- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we get and use your information, you can speak to [DP Lead] at the school, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the school, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their live chat.

Four important things to understand

Now you've read this, we hope you understand that:

1. The law allows us to get and use your information to help us do our job.
2. We may share your information with others, but only when we really need to.
3. We will ask for your permission to share your information whenever you have a choice.
4. You can tell us not to share your information, even when you have said yes before. If you have any questions, [DP Lead] will be happy to help you.

It's our job to keep the information about you and your family safe and secure.

