



Elm Tree Multi Academy Trust

Privacy Notice for Pupils

Approval and Review

Effective from: September 2023

Approved by: Resources

Review leader: A Woodward, Chief Financial Officer

Review date: September 2027

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

Why are we giving this to you?

As your school, we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher, or speak to your parents/guardians and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer at the school. They can answer any questions you have about what the school does with your information. If you or your parents/guardian want to speak to them, then you can do via email dpo@northleamingtonschool.co.uk or by telephoning the school on 01926 338711.

Policy Statement

We are Elm Tree Multi Academy Trust. During your time with us, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as "personal data". This will include data that we obtain from you directly and data about you, which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as "processing".

Who are we?

Elm Tree Multi Academy Trust is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Elm Tree Multi Academy Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZB569124.

You can contact the school as the Data Controller in writing at:

Elm Tree Multi Academy Trust, Sandy Lane, Blackdown, Leamington Spa, CV32 6RD or via email: dpo@northleamington.co.uk

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What information do we use about you?

We will collect, hold, share and otherwise use information about you set out in the boxes below:

<ul style="list-style-type: none">Name	<ul style="list-style-type: none">Telephone and email contact details	<ul style="list-style-type: none">Date of Birth
<ul style="list-style-type: none">Address	<ul style="list-style-type: none">Assessment & Exam information/results	<ul style="list-style-type: none">Details of previous/future schools
<ul style="list-style-type: none">Unique pupil number	<ul style="list-style-type: none">Behavioural information	<ul style="list-style-type: none">Language(s)
<ul style="list-style-type: none">Nationality	<ul style="list-style-type: none">Country of birth	<ul style="list-style-type: none">Eligibility for free school meals
<ul style="list-style-type: none">Photographs	<ul style="list-style-type: none">Attendance information	<ul style="list-style-type: none">CCTV images
<ul style="list-style-type: none">Gender	<ul style="list-style-type: none">Medical	<ul style="list-style-type: none">Post 16 Learning information

We will also collect, hold, share and otherwise use some information about you, which is special "special category personal data" and we will take extra care to make sure that this is kept safe:

<ul style="list-style-type: none">Racial or ethnic origin	<ul style="list-style-type: none">Religious beliefs	<ul style="list-style-type: none">Special educational needs and disability information
<ul style="list-style-type: none">Medical / health information	<ul style="list-style-type: none">Genetic and biometric data	<ul style="list-style-type: none">Information relating to keeping you safe
<ul style="list-style-type: none">Sexual life	<ul style="list-style-type: none">Sexual orientation	<ul style="list-style-type: none">Dietary requirements

Where do we get this information from?

We get this information from:

- You
- Your parents/guardians, and other children's parents/guardians
- Teachers and other staff
- People from other organisations, like doctors or the local authority or the DFE, as well as any previous schools you have attended

Why do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information in relation to your performance to your parents/carers
- To comply with the law regarding data sharing

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website and on social media, within school displays and in school prospectuses or in the newspapers. Before we do these things we will ask you or, if necessary, your parent/carer for permission and we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Why do we use special category personal data?

We may need to use the information about you which is special (mentioned above):

1. Where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment where this is in accordance with our Data Protection Policy. We will also use this information where you have given us permission to do so.
2. Where the processing is necessary in order to ensure your health and safety on the school site, including making reasonable adjustments for any disabilities you may have.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

How long will we hold information in relation to our pupils?

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information to your new school.

The school follows a set of rules called Retention Schedules provided by the Information Record Management Society. The schedules tell the school how long we are required to retain the information.

A copy of these schedules can be located using the following link

<http://irms.org.uk/page/SchoolsToolkit>

Who will we share pupil information with?

We routinely share information about you with:

- Your Parents/Guardians
- Other schools or educational institutions you may attend or require support from.
- Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- NHS trusts to assist them in their responsibilities in relation to medical, health and wellbeing purposes
- The Department for Education and/or ESFA as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors
- Exam Boards
- Educational service providers to help us provide a quality service to you such as SIMS, Go4Schools, Pixl, Doodle, Mymaths, SISRA, Insight, FFT

- School Photographers

We do not share information about you unless the law and our policies allow us to do so.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about Warwickshire County Council local authority's data sharing process, please visit: <https://www.warwickshire.gov.uk>

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should complete our [Subject Access Request Form](#) and send to the Data Protection Officer via email at dpo@northleamingtonschool.co.uk or alternatively by writing to;

The Data Protection Officer
Elm Tree Multi Academy Trust
Sandy Lane
Blackdown
Leamington Spa
Warwickshire
CV32 6RD

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with our Data Protection Officer. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data then you can speak with our Data Protection Officer or if necessary, you or your parent/carer can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.