

## **Privacy Notice for Pupils**

You have a legal right to be informed about how your academy uses any personal information that it holds about you. To comply with this, we provide a 'Privacy Notice' to you where we are processing your personal data.

This Privacy Notice explains how we collect, store and use personal data about you.

Windsor Learning Partnership are the 'data controller' for the purposes of data protection law.

The Trust's DPO is: Data Protection Officer, Senior Information Governance Officer, Law and Governance Service, Royal Borough of Windsor & Maidenhead, St. Ives Road, Maidenhead, SL6 1RF, Tel: 01628 796675.

### **The personal data we hold**

We hold some personal information about you to make sure we can help you learn and look after you at the academy.

For the same reasons, we get information about you from some other places too – like other academies/schools, the local council and the government.

This information includes:

- your name, unique pupil number, address, date of birth, identification documents
- the name of your contacts along with their email address, telephone number and contact preference
- your test results and assessment details
- your characteristics, like your ethnic background, language or if you have free school meals
- details of any behaviour issues or exclusions
- any medical conditions or special educational needs you may have
- your attendance records
- information to help keep you safe
- details of support you may need
- photographs and videos
- CCTV footage where used

### **Why we use this data**

We use this data to help run the academy, including to:

- get in touch with you and your parents when we need to
- check how you are doing in lessons and exams

- work out whether you or your teachers need any extra help
- track how well the academy as a whole is performing
- look after your wellbeing

### **Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- we need to comply with the law
- we need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- you, or your parents/carers have given us permission to use it in a certain way
- we need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

### **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

### **How we store this data**

We will keep personal information about you while you are a pupil at our academy. We may also keep it after you have left the academy, where we are required to by law.

We have a Records Management Policy which sets out how long we must keep information about pupils.

### **Data sharing**

We do not share personal information about you with anyone outside the academy without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- academies/schools that you go to after leaving us

- our local authority - to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- the Department for Education (a government department)
- Windsor Learning Partnership Academies
- your family and representatives
- educators and examining bodies
- our regulator (the organisation or 'watchdog' that supervises us) - Ofsted
- suppliers and service providers - so that they can provide the services we have contracted them for
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- health authorities
- school nurse
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies

### **National Pupil Database**

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how academies/schools are performing. The data collected can then be used for research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from academies/schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations that promotes children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data.

You can also contact the Department for Education if you have any questions about the database.

### **Youth support services**

Once you reach the age of 13, we are legally required to pass on certain information about you to our local authority, and/or provider of youth support services, as they have legal responsibilities regarding the education or training of 13-19 year olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you, once you are 16, can contact our Data Protection Officer to ask us to only pass your name, address and data of birth to the local authority or post-16 education and training providers.

### **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

### **Your rights**

#### **How to access personal information we hold about you**

You can find out if we hold any personal information about you, and how we use it, by making a '**Subject Access Request**', as long as we judge that you can properly understand your rights and what they mean.

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you would like to make a request please contact our central team at Windsor Learning Partnership or email [wlp@windsorgirls.net](mailto:wlp@windsorgirls.net)

#### **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- say that you do not want it to be used if this would cause, or is causing, harm or distress
- stop it being used to send you marketing materials
- say that you do not want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- claim compensation if the data protection rules are broken and this harms you in some way

## **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our Chief Operating Officer, Windsor Learning Partnership, c/o Windsor Girls' School, Imperial Road, Windsor, SL4 3RT