

PRIVACY NOTICE: **Student**

ADOPTED: June 2023

REVIEW PERIOD: Annually

REVIEWER: C. Bolton

## **Privacy Notice for Students**

### **What is a Privacy Notice?**

We use lots of information to run the school. When information relates to you it's called **Personal Data**. There is a set of rules that we must follow to use Personal Data. These rules are in the **Data Protection Act** and the **GDPR**. The **Privacy Notice** tells you how we follow these rules.

### **What Personal Data do we use?**

Below is a list of some of the types of Personal Data we use:

- Basic details about you
- Address of where you live
- Telephone number of someone who looks after you
- Attendance
- Information about your behaviours and attitude in lessons and around school, including travelling to and from school
- Images of you from our CCTV cameras

There is some Personal Data that we must take extra care with. It's called **Special Category Data**

- Information about your ethnic origin
- Information about medical conditions
- Information about disabilities

### **When do we use you information?**

As long as we follow certain data protection rules, the government allows us to use your data for things such as:

- If you become ill or get injured at school, we are allowed to pass information about any medical conditions to doctors, nurses, or paramedics
- Send your information to exam boards
- Share with other people for educational purposes such as Mathswatch

Some of the rules we must follow need us to use the Special Category Data we collect.

### **How we store your personal data**

- Computer systems
- On paper (these are stored in very secure locations in school)
- We don't keep your data for longer than we need to

### **How we keep your information safe**

- Where information is on a computer system a username and a password is needed to access it
- Our information is backed up on the 'cloud'
- We have invested in equipment and software to protect information from cyber-attacks
- For information on paper we lock it away and only a limited number of people have keys

### **Sharing information about you**

**By law** we must share information with:

- The Department for Education
- The local authority
- For health and safety with organisation like the NHS and Social Care
- To enable you to take part in trips and visits
- With other authorities for safeguarding purposes. This may include special category data

When information is shared, we have checked to be sure it will be treated properly.

## **What rights do you have?**

If you are 12 or older you can use these rights yourself.

### **The Right of Access**

- You have the right to see the personal data we have about you.
- You will need to ask for the information. You can do this at the school office, or by sending an email or a letter to the school.
- We must provide the Information in one month of you asking for it.

### **The Right of Rectification**

- If you show us there is a mistake in your personal data, you can ask us to correct it. This is called **Rectification**.

### **The Right of Erasure**

- You have the right to ask us to delete some information we hold. There is very little information that this applies to, but if it can we will make sure it is removed.

### **Other Rights**

- You may be able to ask us to stop using your information if you think we are not using your information properly. Come and talk to us or write to us if this is the case.

## **What to do if you are unhappy about your personal data**

The school has a person to help people who are worried about their personal data. This person is called the **Data Protection Lead**

Our Data Protection Officer is.

Name: Mrs P Leadley

Email: [sbm@acornswitley.co.uk](mailto:sbm@acornswitley.co.uk)

Phone: 0151 355 1546

If your problem can't be solved you can make a complaint. This goes to the organisation that oversees Data Protection across the country. It is called the **Information Commissioner's Office** or the ICO.

To get in touch with the ICO the details are

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 0303 123 1113

Fax: 01625 524510

Web: <https://ico.org.uk>