



UK GDPR PRIVACY NOTICE - STUDENTS

THIS NOTICE APPLIES TO ALL HOPE SENTAMU LEARNING TRUST SCHOOLS/ACADEMIES

The UK General Data Protection Regulations (UK GDPR) keeps your information safe – things like your address, date of birth and phone number. The school/academy and other people collect and use information for all kinds of reasons, and the new law tells them exactly what they are allowed to do with yours.

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

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

Data controller: This person (or group of people, like a school/academy) is in charge of the information we collect.

Data protection officer (DPO): This person makes sure we do everything the law says. The Trust's DPO is Wendy Munro; the DPO will liaise with your school/academy Data Protection Representative.

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



Who processes your information?

The school/academy has the right to collect and use personal data relating to students and their families, and they may also receive information from previous school/academies, the Local Authority (the LA) or the Department for Education (DfE).



Why do we collect and use your information?

We collect and use personal data in order to meet legal requirements and perform public tasks as our function as a school/academy. We follow rules governed by the UK GDPR, the Data Protection Act 2018 and UK law, including those in relation to:

- Article 6 and 9 of UK GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

We use the information we collect:

- To support student learning
- To monitor and report on student progress
- To provide appropriate support and pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard students

What information do we collect?

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

- **Your personal information** – e.g. your name and address.
- **Your characteristics** – e.g. where you're from, what language you speak and things like that.
- **Your attendance information** - e.g. number of absences and reasons for absence
- **Your assessment information** – e.g. SATs results, exam results, etc
- **Relevant Medical information** – e.g. illness or special conditions to keep you safe
- **Information relating to SEND** – e.g. information relating to special educational needs
- **Behavioural information** – e.g. number of temporary exclusions
- **Photography** – e.g. photos of students working, on school trips (only with consent)

Do you have to give us your information?

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have it or not.

When we ask you for information that you don't **have** to give us, we will ask for written consent and let you know why we want it and what we will do with it. If you don't want us to have the information, that's your choice. **You can withdraw your consent at any time by writing to the school/academy.**

How long will we keep your information?

We don't keep it forever, only for as long as we need it. We have a Data Retention Schedule (Appendix A of **HSLT Data Protection (UK GDPR) Policy**) that tells us when to keep it and when to bin 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:

- National Pupil Database (NPD) (Managed by the DfE)
- The Department for Education (DfE)
- Pupil's destinations upon leaving the school/academy
- Heartwood Learning Trust (HLT)
- Local Authorities
- Careers services (Secondary schools/academies only)

The information that we share with them includes:

- Students on roll at the school/academy

- Attendance figures
- Performance data

The DfE store some of their information in the National Pupil Database, and then share some of it with people looking to help schools/academies and students like you. The DfE follow the same regulations to protect your information as the school/academy.



What are your rights?

You and your parents have the right to:

- 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 you're worried about how we get and use your information, you can speak to the designated Data Protection representative at the school/academy, who will be able to help you and answer any questions that you have. You can also contact the Trust DPO, Wendy Munro by emailing dpo@hlt.academy.

If you still have a concern you can raise it with the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113.



Would you like to know more?

If you or your parents would like to find out more information about how we and/or the DfE collect, use and store your personal information, contact your school/academy Data Protection Representative, the Trust Data Protection Officer (see contact details above) or alternatively please visit the Trust website at <https://hlt.academy> to download the **Data Protection (UK GDPR) Policy**.