

GDPR Student Privacy Notice

This privacy notice is aimed at students aged 11 and over.



What's this about?

A new law is being made that keeps your information safe – things like your address, date of birth and phone number and any other information that can be used to identify you. Your data is held by Winifred Holtby Academy Trust. The 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.

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.

Data protection Link: This person makes sure we do everything the law says. The academy's DP Link can be contacted by emailing: DPO@winifredholtbyacademy.com



Who looks after your information?

The academy 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 academy 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 are allowed to. When your data is given to someone else, they must look after it and keep it safe.



Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. For example:

- To provide you with education and monitor your progress
- To ensure that you are safe
- To monitor and ensure you use computer equipment safely
- To provide appropriate support
- To comply with the law regarding data sharing

Some of the information we hold about you will have been given to us by your parent / carer.



What information do we collect?

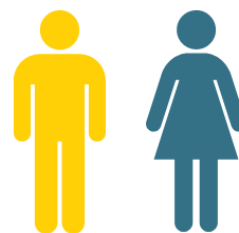
The categories of information that the academy collects, holds and shares include the following:

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 details of your attendance such as how many times you missed the academy and why you couldn't come to the academy and how many times you were late.

Your assessment information

We collect your assessment and test results like 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.

Behavioural information

We record details of your behaviour.

Photography

Using photographs of you counts as processing your personal data. Before we take or use any photographs we will ask you (if you're old enough) or a parent/carer to give permission for us to take and use pictures of you. We might use your pictures on display boards or on the academy's website, for example. If we do not have permission, we will not be able to do this.

Biometrics

If your academy has a cashless catering service, then we may need to have a copy of your fingerprint which will be used to identify you at the till, in the library or when using the printer. We will ask if it is OK to have this before doing so. If we do not have permission, we will issue you with an ID card instead which you must use at the till, in the library or at the printer each time.

? Do you have to give us your information?

You must give us quite a lot of the information we need in order that we can do our job or follow the law, 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 your permission 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.

? 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. We have a policy that tells us when to keep it and when to 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. For example, we may share information with the Government. We may also share your information with the emergency services if you are involved in an accident.

Also, we normally have to share your information with the people in charge of all academies, the Department for Education. They may ask us to share things like:

- Number of Students at the academy
- 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 academies and Students like you.

We might share some information with people who provide education and training for people over 16, like colleges. We may pass on information that helps them to make sure they provide the right kinds of education, such as your name, date of birth, where you're from and things like that.

Some of the educational computer programs that we use may store information about you in countries outside Europe. If we do this we will ensure that the program is safe to use.

We will also share information about you with your parents/carers where the law permits or requires us to do so (for example information contained within academy reports).

What are your rights?

You and your parents/carers will often 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 the information we are collecting is information that you can choose not to give, you can tell us to stop using it at any time.

If you're worried about how we get and use your information, you can speak to your teacher who will be able to help you and answer any questions that you have. You may also contact our Data Protection Link using this email address: DPO@winifredholtbyacademy.com. If you want to speak to somebody not at the academy, you can contact the people who look after information, called the Information Commissioner's Office (ICO), their website is www.ico.org.uk

Three important things to understand

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

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.

If you have any questions, your teacher will be happy to help you.