



## **Privacy Notice for pupils**

You have a legal right to be informed about how our Academy uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal information.

This privacy notice explains how we collect, store and use personal information about you.

We, Carlton le Willows Academy, are the 'data controller' for the purposes of data protection law

We have a data protection officer whose contact email address is below.

### **1. Why we use this information?**

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

- get in touch with you and your parents when we need to
- check how you're doing in exams and work out whether you or your teachers need any extra help
- track how well the school as a whole is performing
- look after your wellbeing
- comply with the law

### **2. Our legal basis for using this information**

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 a parent/carer have given us permission to use it in a certain way, such as biometrics in the Academy canteen to pay for your lunch.
- we need to protect your interests (or someone else's interest)

Where we have permission to use your information, you or a parent/carer 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.

### **3. The personal information we hold**

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

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

The information we collect on you includes:

- Your contact details, such as name and address
- Your family details, such as parent/carer contact details
- Your test results, such as the levels and grades you achieved in exams
- Your attendance records, such as number of days off with reason for the absence
- Your characteristics, such as your ethnic background or any special educational needs or disability
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images
- Biometric data for paying for your lunch in the canteen
- Any post 16 learning information, such as colleges you attend after leaving

### **4. Collecting information**

While in most cases you, or a parent/carer, must provide the personal information we need to collect, there are some occasions when you or a parent/carer 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. If it is optional and you or a parent/carer have given consent, but there is a change of mind, the consent can be withdrawn at any time.

Some examples where it is optional include:

- **External use of Photographs**  
Photographs of you are only used outside the academy if your parent/carer has agreed we can use them. They could be used on our website or in Le Willows Life.
- **Biometrics**  
Biometric data (where you place your finger on a scanner) is used to pay for food in the canteen. Your biometric data will only be used if your parent/carer has agreed we can use it. If your parent/carer does not want us to use your biometric data, we will provide another way for you to pay for your lunch.

### **5. 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 the law requires us.

We have a record retention schedule which sets out how long we must keep information about pupils.

## 6. Data sharing

We do not share personal information about you with anyone outside the academy without permission from you or a parent/carer, 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:

- other schools or employment/training that you may attend after leaving us
- schools within the Greater Nottingham Education Trust (GNET)
- our local authority to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- the Department for Education (DfE)
- your family and representatives
- educators and examining bodies including Higher/Further Education colleges
- our regulator Ofsted
- health and social welfare organisations such as NHS, the school nurse and counsellor
- professional services such as social services and social care teams
- suppliers and service providers to enable them to provide the service we have asked for
- financial organisations such as online payment systems
- central and local government
- our auditors
- survey and research organisations
- security organisations
- legal and professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- emergency services

### a) The National Pupil Database (NPD)

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 schools are performing. This, in turn, supports research.

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

The Department for Education may share information from the database with other organisations, which promote 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.

## **b) Youth support services**

Once you reach the age of 13, we are legally required to pass on certain information about you to Nottinghamshire local authority as it has 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 date of birth to Nottinghamshire local authority.

## **c) 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.

## **7. Your rights**

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. If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- tell you who it has been, or will be, shared with
- let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request please contact our data protection officer.

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

- say that you don't 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 don't 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

## **8. 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 complain to the Information Commissioner's Office in one of the following ways:

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

Alternatively, you can make a complaint at any time by contacting our data protection officer via [dpo@gnetacademies.co.uk](mailto:dpo@gnetacademies.co.uk)

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection team via [dpo@gnetacademies.co.uk](mailto:dpo@gnetacademies.co.uk)