Privacy Notice for Pupils

How we use information about you.

Note to schools -
This privacy notice is written in more child-friendly language, so it should be easier for pupils to understand. It's for pupils you consider capable of understanding and exercising their rights over their own data There is no presumed age for understanding. Use the privacy notice for parents – use of your child's personal data if you have children for whom you feel this would be more suitable, either alongside or instead of this notice.

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1. Introduction
You have the right to know how we use information about you.

This notice explains how our school collects, stores, uses and shares information about pupils.

We use this information to help you learn, keep you safe and make sure the school runs properly.

DNEAT (called **the Trust** in this notice) is responsible for looking after your information and making sure it is used properly.

Our Data Protection Officer is **Hannah Monk, Head of Governance**. You can find her contact details at the end of this notice.

2. The Information We Hold About You
We keep some information about you so that we can help you learn and support you at school.
Sometimes we receive information from other organisations, such as:

- Other schools
- Your local council
- Government departments

The information we may keep about you includes:

- Your name and contact details
- Your test and assessment results
- Your attendance record
- Information about behaviour incidents or exclusions

We may also keep some more sensitive information, such as:

- Information about your health
- Information about any special educational needs (SEND)
- Information about your ethnic background
- School photographs
- CCTV images

3. Why We Use Your Information
We use your information to:

- Contact you or your parents when needed
- Check how well you are learning
- Find out if you need extra help
- Help teachers support you
- Measure how well our school is doing
- Support your health, safety and wellbeing

Messages About School Events
If you or your parents agree, we may send emails or texts about:

- School events
- Fundraising activities
- Charities
- School services

You can stop receiving these messages at any time by clicking **"Unsubscribe"** or by contacting us.
Automated Decisions

We do not use computers to make important decisions about you without a person checking them.
If this ever changes, we will tell you and explain your rights.

4. Why We Are Allowed to Use Your Information
The law says we must have a good reason before we use your information.
We can use your information because:

- We have a legal duty to provide education.
- You or your parents have given permission.
- We need the information to provide school services.
- We need it to run clubs, activities and other parts of school life.

If you or your parents give permission for us to use your information, that permission can be taken back at any time.

Sensitive Information
We only use sensitive information when we have a good reason and when the law allows us to.
For example, we may use it:

- When you or your parents have said we can
- To help keep someone safe
- To provide health or wellbeing support
- To follow the law
- To protect legal rights

Sometimes we may need to use information about criminal offences if the law allows us to do so and there is a good reason, such as protecting someone's safety or dealing with a legal matter.

5. How We Collect Your Information
Most of the information we keep about you comes from you, your parents or carers through forms we provide or communication with us like emails.
Sometimes we may also get information from:

- Local councils
- Government departments
- The police
- Courts

Some information must be given to us because of the law or school rules. We will always explain if you have to provide information and what could happen if you do not.

6. How We Keep Your Information Safe
We keep your information while you are a pupil at our school.
Sometimes we need to keep some information after you leave school. This is to follow the law or school rules.

We take steps to keep your information safe. This helps stop it from being:

- Lost
- Changed
- Seen by people who should not see it
- Shared without permission

When we no longer need your information, we delete or destroy it safely.

7. Who We Share Your Information With
We only share your information when we have a good reason to do so or when the law says we must.
We may share information with:

- Local councils
- Government departments
- Ofsted
- Health and support services
- Companies that provide services to the school, such as catering or assessment systems
- Researchers
- Charities
- The police or courts

National Pupil Database
Schools must send some information about pupils to the Department for Education (DfE). Some of this information is stored in the **National Pupil Database (NPD)**.The NPD helps the government understand how schools are performing and helps with research to improve education.

The Department for Education may share information from the NPD with approved organisations that help improve education or children's wellbeing. These organisations must follow strict rules about how they use the information.

Sharing Information Outside the UK
Sometimes information may need to be shared with organisations in other countries.
If this happens, we will make sure your information is protected properly and follows UK data protection laws.

8. Your Rights
Seeing the Information We Hold About You
You have the right to ask what information we hold about you.
If you ask us, we can tell you:

- What information we have
- Why we use it
- Where we got it from
- Who we share it with
- How long we keep it
- Whether computers help make decisions about it

If you would like to see your information, please contact us.

Other Rights
You also have the right to:

- Ask questions about how we use your information
- Stop receiving marketing messages
- Ask us to correct information that is wrong
- Ask us to delete information in some situations
- Ask us to limit how information is used in some situations
- Take back permission you have given us
- Be told if there is a serious data breach that affects you
- Make a complaint if you are unhappy about how your information is used

9. Complaints

We take complaints about personal information seriously.

If you are worried about how we use your information, please tell us first so we can try to help.

If you are still unhappy, you can contact the **Information Commissioner's Office (ICO)**, which is the organisation that checks data protection laws are followed.

- Website: https://ico.org.uk/make-a-complaint/
- Telephone: 0303 123 1113

The Information Commissioner's Office will expect the trust's complaint's procedure to be used first.

10. Contact Us

If you have any questions about this notice or how we use your information, please contact:

Hannah Monk
Head of Governance and Data Protection Officer
Email: governance@donesc.org
Telephone: 01603 550150
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