

What is Data Protection?

Data protection laws ensure your personal data is kept safe. This is information that can identify you, like your address, date of birth or phone number. As you are over 13 you can legally manage your own data rights. Data Protection laws require us to tell you how we collect and use your information. We are telling you in this Privacy Notice.

Who we are:

We are Glenthorne High School, part of the Willow Learning Trust (WLT). The WLT is in charge of your personal information and known as the WLT is the Data Controller. The Data Protection Officer (DPO) makes sure that the WLT uses your information correctly under the Data Protection law. If you have any questions regarding anything in this notice, you can contact the DPO either by email: DPO@willowlearningtrust.org.uk

How we use pupil information

We only collect your information when we need it to help us do our job or to follow the law. When we have collected it, we use it to:

- support your learning;
- monitor and report on your progress;
- provide appropriate pastoral care for you;
- monitor how well the school is doing, and
- follow the law about sharing personal data.

Information that we collect, process, hold and share include:

- personal information – this is things like your name and address;
- characteristics and special categories of data – this means information about you, like where you are from and what language you speak;
- free school meal eligibility – so you can be provided with what you are entitled to;
- attendance information – how many times you have not been able to come to school and why;
- assessment information – we collect your test and exam results
- behavioural information – the number of times you may have been excluded and why;
- relevant medical information – any illnesses or special conditions that you may have so we can keep you safe;
- information on Special Educational Needs and Disability (SEND) – information that helps us to teach you;
- CCTV images for safety and security on school premises; and
- Photographs and video recordings – to place on display boards or our website; before we publish any we will ask you or your parents for permission.

We are allowed to use your information because:

Under Data Protection laws we are allowed to process your personal data as long as we follow rules on how to do it. We have a record of processing that details the law and the rules that are being followed to enable your personal information to be processed.

We process your information in order to deliver education to you. A lot of the information we hold about you is mandatory, which means by law we have to do it, otherwise it would be impossible for us to do our job.

If it is mandatory, then you have no option but for us to have this information, and some of your information we may have to get from other places if we are required to do so. Some special category information (for example, race or ethnic origin and religion) we will not use unless you are specifically aware of it. When we ask you for information that you do not have to give us, we will ask you for permission and let you know why we want it and what we will do with it. You then have the choice whether you wish to provide your permission.

When we give your information to others:

We do not share your information with anyone without permission, unless the law says we can or should. We may share information with the following:

- The Local Council
- The Department for Education (DfE)
- Education skills funding agency
- Standards and testing agency
- Ofsted
- NHS (vaccinations and school nursing)
- Police
- Exam boards
- Library systems
- Text and email communication systems
- Management information systems (e.g. SIMS)
- Catering providers
- IT contractors
- Residential trip organisers
- Providers of online learning resources
- Photography and design agencies
- Social Services
- Children & adolescent Mental Health Services (CAMHS)
- Careers advisory service providers
- Alternative education providers
- Other schools (during pupil transfer)

One of those we have shown as having to share information with is the Department for Education (DfE) who are in charge of all schools. The DfE ask us for information like how many pupils we have, how well they attend and how well they do in their exams. They store some of their information in the National Pupil Database, and then share some of it with people looking to help schools and pupils. The DfE make sure the database is safe and that information is only shared with people who will use it safely.

When you reach the age of 13, we have to pass certain information to the local Council and to Youth Services providers. At age 16 we may also pass on some of your information to local colleges, other training providers and careers services. This will enable them to provide you with training and future career advice.

We do not normally transfer your information to a different country. This would only happen if one of your parents lives abroad or if you move to a new school abroad. If this happens, we will be very careful to make sure that it is safe to transfer your information.

How long we keep your information

We only keep your information for as long as we need to, or for as long as the law requires us to. Most of the information we have about you will be in our pupil files. We usually keep these until your 25th birthday unless you move to another school, in which case we send your file to your new school. Our **Retention Policy** explains how long we keep information and it can be found on the WLT website.

You have these rights:

- You can ask us for a copy of the information we have about you.
- You can ask us to correct any information we have about you if you think it is wrong.
- You can ask us to remove information about you (although we may have good reasons why we cannot do this).
- You can ask us to only use information in certain ways.
- You can object to what we are doing with your information.

You have to contact the Data Protection Officer (contact details above) if you wish to use any of these rights. If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time. This will not affect any information that you gave us before you change your mind on the permission.

If you are worried about how we get or use your information, you can contact the Data Protection Officer. If you want to speak to somebody not connected with your school, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> The Information Commissioner's Office oversee the Data Protection laws for the United Kingdom.