

How We Use Your Information Privacy Notice for Pupils

Bright Tribe Trust

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1. Privacy Notice for Older Pupils - Key Information (Summary version)

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do with that information.

The school is part of Bright Tribe Trust (the **Trust**). The Trust operates the school and is ultimately responsible for how the school handles your personal information.

Personal information is information that identifies you and relates to you. For example, information about how well you are doing at the school and any information that we need to take care of you. Photographs and videos of you also count as your personal information.

We encourage you to read the full version of our pupil privacy notice which is published on page 4. You can also obtain a copy of the full privacy notice by asking your parents or carers to contact the school or by speaking to your form tutor.

The full version includes additional points, such as:

- the rights you have in your information including what decisions you can make about your information;
- for how long the school retains your personal information; and
- our legal bases for using your personal information.

Our primary reason for using your personal information is to provide you with an education.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- Admissions forms give us lots of personal information. We get information from you, your parents or carers, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.
- We may need to report some of your information to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the school, if you leave the school or let them know if we have any concerns about your welfare.
- We will share your academic and (where fair) your behaviour records with your parents or guardian so they can support your schooling.
- We may use photographs or videos of you for the school's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the school. We may continue to use these photographs and videos after you have left the school. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We use CCTV to make sure the school site is safe. CCTV is not used in private areas such as changing rooms.
- We will send you information to keep you up to date with what is happening at the school. For example, by sending you information about events and activities taking place (including fundraising events) and the school newsletter.



If you have any questions about how we use your personal information, please speak to your form tutor. Alternatively, you can speak to your parents or carers who will talk to us on your behalf.

Introduction (Full version)

This notice is to help you understand **how** and **why** we collect your personal information and **what** we do with that information. It also explains the decisions that you can make about your own information.

The school is part of Bright Tribe Trust (the **Trust**). The Trust operates the School and is ultimately responsible for how the School handles your personal information.

If you have any questions about this notice, please talk to your form tutor.

What is "personal information"?

Personal information is information that the School holds about you and which identifies you.

This includes information such as your name, date of birth and address as well as things like exam results, medical details, unique pupil number and behaviour records. We will also hold information such as your religion or ethnic group for the purpose of analysis of gaps in progress made by students according to ethnicity. CCTV, photos and video recordings of you are also personal information.

Our legal bases for using your information

This section contains information about the legal bases that we are relying on when handling your information.

The two tables below contain a general description of the different legal bases, but we have also used a colour code system so that you can see which bases we are relying on for each of the purposes described at paragraphs 1 to 37 below.

Legal obligation ("LO")

The School might need to use your information in order to comply with a legal obligation, for example to report a concern about your wellbeing to Children's Services. We will also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests ("VI")

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Performance of a task carried out in the public interest ("PI")

This applies where what we are doing is for the benefit of the public generally. The following are examples of where this applies:

providing you and others with an education;

safeguarding and promoting your welfare and the welfare of your classmates;



facilitating the efficient operation of the School; and
ensuring that we comply with all of our legal obligations.

Legitimate interests ("LI")

This means that the School is using your information when this is necessary for the School's legitimate interests except when your interests and fundamental rights override our legitimate interests. We won't rely on this basis when your interests and fundamental rights override our legitimate interests.

We have a legitimate interest in using your information to:

- promote the School including fundraising and publicity;
- preserve historical school records.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation. Trade union membership (e.g. if you are a member because of an apprenticeship) is also a special category of personal information.

Substantial public interest ("SPI")

The School is allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above. For example, the School will use information about your health to look after you. We may also use other types of special category personal data about you to provide you with an education, to look after you and your classmates or when the School is inspected

Social protection and social security law ("ESP")

There will be times when the School needs to use your information because we are an employer (e.g. we employ your teachers). Also, the School will use your information to comply with social protection law (e.g. to look after you) and social security laws (e.g. to provide you with free school lunches if you are entitled to these). Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.

Vital interests

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

Legal claims ("LC")

We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers. This applies whenever sharing special category data is necessary in relation to legal claims.

Medical purposes("MP")

This includes medical treatment and the management of healthcare services.



How and why does the School collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The letters highlighted in different colours below refer to the legal bases we are relying on. Please see the section above for an explanation.

1. The School's primary reason for using your personal information is to provide you with an education - LO, PI, SPI.
2. The School will also use your personal information to safeguard and promote your welfare and the welfare of others (for example, so that we can look after you if you are hurt) - LO, PI, SPI, ESP, MP.

Admissions forms give us lots of personal information. We get information from you, your parents or carers, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.

Sometimes we get information from your doctors and other professionals where we need this to look after you.

3. We will use information about you during the admissions process [• when taking information about you from your parents before you join the school]. We may let your old school know if you have been offered a place at the School - LO, PI, SPI.
4. We need to tell the appropriate teachers if you have a health issue - LO, PI, SPI.
5. If we have information that you suffer from an allergy we will use this information so that we can look after you - PI, SPI, VI, MP.
6. We will need to tell your teachers if you have special educational needs or need extra help with some tasks - LO, PI, SPI.
7. We will need to share information about you (e.g. about your health and wellbeing) with the [• school nurse or counsellor] - LO, PI, SPI, ESP, MP.
8. If we have information that you suffer from a disability we will use information about that disability to provide support - PI, SPI, ESP and in certain circumstances, MP.
9. [• Where appropriate, the School will have information about your religious beliefs and practices. For example, if you do not eat certain foods - LO, PI, SPI.]
10. We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms - LO, PI, SPI.
11. We will be told if you receive free school meals so that we can provide these - LO, PI, SPI.
12. We record your attendance and if you have time away from the School we record the reason(s) why - LO, PI, SPI.
13. We will need to report some of your information to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the School, if you leave the School or let them know if we have any concerns about your welfare - LO, PI, SPI, ESP.
14. We are legally required to provide the Department for Education with certain information about you and your classmates. Some of this information will be stored on the National Pupil Database. Organisations can request information from the National Pupil Database which includes information about you. But they



are only allowed to do this for limited purposes and they must be very careful about how they use your information. More information can be found here –

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> - LO, PI, SPI

15. We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the Trust - LO, PI, SPI.
16. We will need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other pupils at the School - LO, PI, SPI.
17. Depending on where you will go when you leave us we will provide your information to [• other schools, colleges and universities, UCAS or potential employers]. For example, we will share information about your exam results and provide references - LO, PI, SPI.
18. We may pass on information to your next school which they need to look after you, for example, information about any concerns we have had about your welfare - LO, PI, SPI, ESP.
19. When you take public examinations (e.g. GCSEs) we will need to share information about you with examination boards. For example, if you require extra time in your exams - LO, PI, SPI.
20. The Learning Records Service (which is part of the government) will give us your unique learning number. We may receive details about you (e.g. your qualifications) from the Learning Records Service - LO, PI, SPI, ESP.]
21. We will provide your information to the local authority so that they can provide careers advice. We may also share your information with the provider of youth support services - LO, PI, SPI.]
22. The School is sometimes inspected to make sure that we are continuing to be a good school. We will have to make your information available to the inspectors to help them to carry out their job - LO, PI, SPI.
23. If someone makes a complaint about how the School has behaved, we may need to use your information to deal with this appropriately. For example, if your parents complain that we have not looked after you properly - LO, PI, SPI.
24. We may need to share information about you with the police or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your classmates is injured at the School or if there is a burglary - LO, PI, SPI, LC.
25. We use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We will share your information with them if this is relevant to their work - LO, PI, SPI.
26. If you have misbehaved in a serious way, we may need to share information with the police and we may need to use information about the action taken by the police - LO, PI, SPI, ESP.
27. We may share some information with our insurance company to make sure that we have the insurance cover that we need - LO, PI, SPI, LC.
28. We may use your information when responding to an incident, for example, if something is published on social media which concerns the School - PI, LI.
29. We will share your academic and (where fair) your behaviour records with your parents or carers so they can support your schooling - LO, PI, SPI, ESP.



30. We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. This monitoring is sometimes carried out using computer software. In certain circumstances we will look at the content of your communications (e.g. emails and text messages). We monitor and look at your use of technology (e.g. your use of your phone) to check that you and your classmates are not misbehaving, at risk of harm or for other good reasons. If you would like more information about this you can read the acceptable use of IT and email policy or speak to your form tutor - **LO, PI, SPI**.
31. We may use information about you if we need this for historical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School - **LI**.
32. We may use photographs or videos of you for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after you have left the School - **LI**.
33. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson or as part of an art lesson - **LI**.
34. If you have concerns about us using photographs or videos of you, please speak to your form tutor.
35. We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing - **LI**.
36. The School must make sure that our computer network is working well and is secure. This may involve information about you, for example, our anti-virus software might scan files containing information about you - **LO, PI, SPI**. We may share information about you with the other academies in the Trust. For example, [• how well you have behaved at the School and your test results - **LO, PI, SPI**.]

We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.

We sometimes use contractors to handle personal information on our behalf. The following are examples:

- IT consultants who might access information about you when checking the security of our IT networks

If you have any questions about any of the above, please speak to your form tutor.

Criminal offence information

In exceptional circumstances, we may use information about criminal convictions or offences. We will only do this where the law allows us to. This will usually be where such processing is necessary to carry out our obligations and to look after our pupils.

More than one basis

As you will see from the information, in some cases we will rely on more than one basis above for a particular use of your information. In addition, we may move from one of the legal bases listed above to another as circumstances change. For example, if we become really worried about your wellbeing, we may start to rely on legal obligation to share personal information with the local authority in addition to the other legal bases which are noted for looking after you.

Consent

We may ask for your consent to use your information in certain ways as an alternative to relying on any of the bases in the table above. For example, we may ask for your consent before taking or using some photographs



and videos if the photograph or video is more intrusive and we cannot rely on our legitimate interests or it being in the public interest. If we ask for your consent to use your personal information you can take back this consent at any time.

Any use of your information before you withdraw your consent remains valid. Please speak to your form tutor if you would like to withdraw any consent that you have given.

Sending information to other countries

We may send your information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we may:

- communicate with you by email when you are overseas (for example, when you are on holiday).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here:

http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal information as there is in the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place, please contact your form tutor.

For how long do we keep your information?

We keep your information for as long as we need to in order to educate and look after you. We will keep some information after you have left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Please see our Information and Records Retention Policy for more detailed information. This can be found on our website here <https://aldevalleyacademy.org.uk/useful-information/policies/>

What decisions can you make about your information?

From May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- **Rectification:** if information held by the School about you is incorrect you can ask us to correct it.
- **Access:** you can also ask what information we hold about you and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to.
- **Deletion:** you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of your information to you or to a third party in a format that can be read by computer in certain circumstances.



- **Restriction:** our use of information about you may be restricted to simply storing it in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- **Object:** you may object to us using your information where:

we are using it for direct marketing purposes (e.g. to send you the School newsletter);

the legal basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Our legal bases for using your information" above; and

we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of your class for historical reasons.

Your form tutor can give you more information about your data protection rights.

Further information and guidance

This notice is to explain how we look after your personal information. Your form tutor can answer any questions which you might have.

Please speak to your form tutor if:

- you would like to exercise any of your rights listed above; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

The School has a Data Protection Lead who can be contacted at www.satswana.com or by telephone on 01252 516898. You can ask your form tutor to speak to the Data Protection Lead or speak to the Data Protection Lead yourself. Alternatively, you can ask your parents or carers to speak to us on your behalf if you prefer.

The Trust also has a Data Protection Officer (DPO). The Data Protection Officer monitors and advises on the Trust and School's data protection compliance. **Satswana** are the DPO for the Trust and Trust School's.

If you consider that we have not acted properly when using your personal information, you can contact the Information Commissioner's Office: ico.org.uk.

1. Privacy Notice for younger pupils - Key Information (Summary version)

This notice contains the key information about how and why we collect your child's personal information and what we do with that information. We refer to Alde Valley Academy as the School in this notice.

The School is part of the Bright Tribe Trust (the Trust). The Trust operates the School and is ultimately responsible for how the School handles your personal information.

Personal information is information that identifies your child as an individual and relates to your child. For example, information about how well your child is doing at the School and any information that we need to take care of your child. Photographs and videos of your child also count as their personal information.

We encourage you to read the full version of our pupil privacy notice which is published on page 14. You can also obtain a copy of the full privacy notice by contacting the School on enquiries@aldevalley.suffolk.sch.uk or phone (01728) 830570.

The full version includes additional points, such as:

- the rights your child has in their information including what decisions you can make about your child's information;
- for how long the School retains your child's personal information; and
- our legal bases for using your child's personal information.

Our primary reason for using your child's personal information is to provide him / her with an education.

We set out below examples of the different ways in which we use your child's personal information and where that personal information comes from.

- Admissions forms give us lots of personal information about your child. We get information from you, your child's teachers and other pupils. Your child's old school also gives us information about your child so that we can teach and care for your child.
 - Sometimes we get information from your child's doctors and other professionals where we need this to look after your child.
 - We may need to report some of your child's information to the government (e.g. the Department for Education). We will need to tell the local authority that your child attends the School, if your child leaves the School or let them know if we have any concerns about your child's welfare.
 - We may use photographs or videos of your child for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after your child has left the School.
 - Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
 - We use CCTV to make sure the School's site is safe. CCTV is not used in private areas such as changing rooms.
- **The Data Protection Lead is the person responsible at our School for co-ordinating how we look after personal information.**
 - **The Data Protection Lead can answer any questions which you may have about how we use your child's personal information.**

Legal obligation ("LO")

The School might need to use your child's information in order to comply with a legal obligation, for example to report a concern about your child's wellbeing to Children's Services. We will also have to disclose your child's information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests ("VI")

In limited circumstances we may use your child's information to protect their vital interests or the vital interests of someone else (e.g. if they are seriously hurt).

Performance of a task carried out in the public interest ("PI")



This applies where what we are doing is for the benefit of the public generally. The following are examples of where this applies:

- providing your child and others with an education;
- safeguarding and promoting your child's welfare and the welfare of your child's classmates;
- facilitating the efficient operation of the School; and
- ensuring that we comply with all of our legal obligations.

Legitimate interests ("LI")

This means that the School is using your child's information when this is necessary for the School's legitimate interests except when your child's interests and fundamental rights override our legitimate interests. We won't rely on this basis when your child's interests and fundamental rights override our legitimate interests.

We have a legitimate interest in using your child's information to:

- promote the School including fundraising and publicity;
- preserve historical school records.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Substantial public interest ("SP")

The School is allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above. For example, the School will use information about your child's health to look after them. We may also use other types of special category personal data about your child to provide them with an education, to look after your child and their classmates or when the School is inspected

Social protection and social security law ("ESP")

There will be times when the School needs to use your child's information because we are an employer (e.g. we employ your child's teachers). Also, the School will use your child's information to comply with social protection law (e.g. to look after them) and social security laws (e.g. to provide your child with free school lunches if they are entitled to these). Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.

Vital interests

In limited circumstances we may use your child's information to protect their vital interests or the vital interests of someone else (e.g. if they are seriously hurt).

Legal claims ("LC")

We are allowed to use your child's information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers. This applies whenever sharing special category data is necessary in relation to legal claims.



Medical purposes("MP")

This includes medical treatment and the management of healthcare services.



Introduction (Full version)

This notice is to help you understand how and why we collect your child's personal information and what we do with that information. It also explains the decisions that you can make about your child's information. We refer to Alde Valley Academy as the School in this notice.

The School is part of Bright Tribe Trust (the Trust). The Trust operates the School and is ultimately responsible for how the School handles personal information about your child.

We are giving you this notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 12) they will be considered mature enough to exercise their own data protection rights.

If you have any questions about this notice, please talk to the school Data Protection Lead.

What is "personal information"?

Personal information is information that the School holds about your child and which identifies your child.

This includes information such as their date of birth and address as well as things like exam results, medical details, unique pupil number and behaviour records. We will also hold information such as your child's religion or ethnic group for the purposes of analysis of gaps in progress made by students according to ethnicity. CCTV, photos and video recordings of your child are also personal information.

Our legal bases for using your child's information

This section contains information about the legal bases that we are relying on when handling your child's information.

The two tables below contain a general description of the different legal bases but we have also used a colour code system so that you can see which bases we are relying on for each of the purposes described at paragraphs 1 to 35 below.

Legal obligation ("LO")

The School might need to use your child's information in order to comply with a legal obligation, for example to report a concern about your child's wellbeing to Children's Services. We will also have to disclose your child's information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests ("VI")

In limited circumstances we may use your child's information to protect their vital interests or the vital interests of someone else (e.g. if they are seriously hurt).

Performance of a task carried out in the public interest ("PI")

This applies where what we are doing is for the benefit of the public generally. The following are examples of where this applies:



- providing your child and others with an education;
- safeguarding and promoting your child's welfare and the welfare of your child's classmates;
- facilitating the efficient operation of the School; and
- ensuring that we comply with all of our legal obligations.

Legitimate interests ("LI")

This means that the School is using your child's information when this is necessary for the School's legitimate interests except when your child's interests and fundamental rights override our legitimate interests. We won't rely on this basis when your child's interests and fundamental rights override our legitimate interests.

We have a legitimate interest in using your child's information to:

- promote the School including fundraising and publicity;
- preserve historical school records.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Substantial public interest ("SPI")

The School is allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above. For example, the School will use information about your child's health to look after them. We may also use other types of special category personal data about your child to provide them with an education, to look after your child and their classmates or when the School is inspected

Social protection and social security law ("ESP")

There will be times when the School needs to use your child's information because we are an employer (e.g. we employ your child's teachers). Also, the School will use your child's information to comply with social protection law (e.g. to look after them) and social security laws (e.g. to provide your child with free school lunches if they are entitled to these). Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.

Vital interests

In limited circumstances we may use your child's information to protect their vital interests or the vital interests of someone else (e.g. if they are seriously hurt).

Legal claims ("LC")

We are allowed to use your child's information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers. This applies whenever sharing special category data is necessary in relation to legal claims.

Medical purposes("MP")

This includes medical treatment and the management of healthcare services.



How and why does the School collect and use your child's personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from.

1. Our primary reason for using your child's information is to provide your child with an education - **LO**, **PI**, **SPI**.
2. The Trust will also use your child's personal information to safeguard and promote your child's welfare and the welfare of others (for example, so that we can look after your child if they are hurt) - **LO**, **PI**, **SPI**, **ESP**, **MP**.

The admissions forms which you complete give us personal information about your child. We get information from your child, his / her teachers and other pupils. Your child's old school also gives us information about your child if we need this to teach and care for them.

Sometimes we get information from your child's doctor and other professionals where we need this to look after your child.

3. We will use information about your child during the admissions process e.g. [when taking information about your child before they join the school trust]. We may let your child's previous school know if they have been offered a place at the School - **LO**, **PI**, **SPI**.
4. We need to tell all appropriate members of staff if your child has a health issue - **LO**, **PI**, **SPI**.
5. If we have information that your child suffers from an allergy we will use this information so that we can look after your child - **PI**, **SPI**, **VI**, **MP**.
6. We will tell your child's teachers if he or she has special educational needs or requires extra help with some tasks - **LO**, **PI**, **SPI**.
7. We will need to share information about your child (e.g. about their health and wellbeing) with the [school nurse or counsellor] - **LO**, **PI**, **SPI**, **ESP**, **MP**.
8. If we have information that your child suffers from a disability we will use information about that disability to provide support - **PI**, **SPI**, **ESP** and in certain circumstances, **MP**.
9. Where appropriate, the School will have information about your religious beliefs and practices. For example, if your child does not eat certain foods - **LO**, **PI**, **SPI**.
10. We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms - **LO**, **PI**, **SPI**.
11. We will be told if your child is eligible to receive free school meals so that we can provide these - **LO**, **PI**, **SPI**.
12. We record your child's attendance and if he or she has time away from the School we record the reason(s) why - **LO**, **PI**, **SPI**.
13. We will need to report some of your child's information to the government (e.g. the Department for Education). We will need to tell the local authority that your child attends the School, if they leave the School or let them know if we have any concerns about your child's welfare - **LO**, **PI**, **SPI**, **ESP**.
14. We are legally required to provide the Department for Education with certain information about your child. Some of this information will be stored on the National Pupil Database. Organisations



can request information from the National Pupil Database which includes information about your child. But they are only allowed to do this for limited purposes and they must be very careful about how they use your child's information. More information can be found here - <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> - LO, PI, SPI

15. We may need to share information about your child with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the School - LO, PI, SPI.
16. When we are inspected by [•Ofsted] we will have to make your child's information available to the inspectors to assist them with their inspection - LO, PI, SPI.
17. If the School receives a complaint or grievance which involves your child, we will need to use their information to deal with this appropriately. For example, if you make a complaint or if another parent complains about an issue which involves your child - LO, PI, SPI.
18. We will need information about any court orders or criminal petitions which relate to your child. This is so that we can safeguard your child's welfare and wellbeing and the other pupils at the School - LO, PI, SPI.
19. Depending on where your child will go when they leave us we will provide their information to [• other schools and colleges]. For example, we will share information about your child's exam results and provide references - LO, PI, SPI.
20. If your child has a safeguarding file, we are legally required to pass this file to their next school - LO, PI, SPI, ESP.
21. If your child takes public examinations, we will need to share information about them with examination boards. For example, if your child requires extra time in exams - LO, PI, SPI.
22. We may need to share information with the police or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your child's classmates is injured at the School or if there is a burglary - LO, PI, SPI, LC.
23. We use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We will share your child's information with them if this is relevant to their work - LO, PI, SPI.
24. [• If your child has misbehaved in a serious way, and the police have become involved, we will need to use information about the action taken by the police - LO, PI, SPI.]
25. We may share some information with our insurance company to make sure that we have the insurance cover that we need - LO, PI, SPI, LC.
26. [• If your child has misbehaved in a serious way, we may need to share information with the police and we may need to use information about the action taken by the police - LO, PI, SPI, ESP.]
27. We may use your child's information when responding to an incident, for example, if something is published on social media which concerns the School - PI, LI.
28. We will share your child's academic and (where fair) their behaviour records with you [• or their education guardian] so you can support their schooling - LO, PI, SPI.
29. We will monitor your child's use of email, the internet and mobile electronic devices e.g. iPads. [• This monitoring is sometimes carried out using computer software.] This is to check that your child is not misbehaving when using this technology or putting themselves at risk of harm. If you would



like more information about this you can read [• the acceptable use of IT and email policy] or speak to [• your child's form teacher] - **LO, PI, SPI**.

30. We may use information about you if we need this for historical research purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School - **LI**.
31. We may use photographs or videos of your child for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We will continue to use these photographs and videos after your child has left the School - **LI**.
32. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson or as part of an art lesson - **LI**. If you have any concerns about us using photographs or videos of your child, please speak to [• your child's form tutor].
33. We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing - **LI**.
34. The School must make sure that its computer network is working well and is secure. This may involve information about your child, for example, the anti-virus software might scan files containing information about your child - **LO, PI, SPI**.
35. We may share information about your child with the other academies in the Trust. For example, how well your child has behaved at the School and their test results - **LO, PI, SPI**.

We will only share your child's information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.

We sometimes use contractors to handle personal information on our behalf. The following are examples:

If you have any questions about the above, please speak to your child's form tutor.

Criminal offence information

In exceptional circumstances, we may use information about criminal convictions or offences. We will only do this where the law allows us to. This will usually be where such processing is necessary to carry out our obligations and to look after our pupils.

More than one basis

As you will see from the information above, in some cases we will rely on more than one basis for a particular use of your child's information. In addition, we may move from one of the legal bases listed above to another as circumstances change. For example, as a safeguarding matter becomes more serious, we may start to rely on legal obligation to share personal information with the local authority in addition to the other legal bases which are noted for safeguarding purposes.

Consent

We may ask for your consent to use your child's information in certain ways as an alternative to relying on any of the bases in the table above. For example, we may ask for your consent before taking or using some photographs and videos if the photograph or video is more intrusive and we cannot rely on our legitimate



interests or it being in the public interest. If we ask for your consent to use your child's personal information you can take back this consent at any time.

Any use of your child's information before you withdraw your consent remains valid. Please speak to your child's form teacher if you would like to withdraw any consent given.

Sending information to other countries

We may send your child's information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we may:

- communicate with you by email when you are overseas (for example, when you are on holiday)].

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here:

http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm

If the country that we are sending your child's information to is not on the list or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal information as there is in the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place, please contact the school Data Protection Officer.

For how long do we keep your child's information?

We keep your child's information for as long as we need to in order to educate and look after them. We will keep certain information after your child has left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your child's information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Please see our Information and Records Retention Policy for more detailed information. This can be found on our website here <https://aldevalleyacademy.org.uk/useful-information/policies/>

What decisions can you make about your child's information?

From May 2018 you will be able to make various decisions about your child's information. Some of these are new rights whilst others build on your child's existing rights. Your child's rights are as follows:

- **Rectification:** if information held by the School about your child is incorrect you can ask us to correct it.
- **Access:** you can also ask what information we hold about your child and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this information about your child, where it came from and what types of people we have sent it to.
- **Deletion:** you can ask us to delete the information that we hold about your child in certain circumstances. For example, where we no longer need the information.



- **Portability:** you can request the transfer of your child's information to you or to a third party in a format that can be read by computer in certain circumstances.
- **Restriction:** our use of information about your child may be restricted to simply storing it in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- **Object:** you may object to us using your child's information where:
 - we are using it for direct marketing purposes (e.g. to send your child the school magazine);
 - the legal basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Our legal bases for using your child's information" above;
 - we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of your child's class for historical reasons.

The school Data Protection Lead can give you more information about your child's data protection rights.

Further information and guidance

This notice is to explain how we look after your child's personal information. The school Data Protection Lead can answer any questions which you might have.

Please speak to the school Data Protection Lead if:

- you would like to exercise any of your child's rights listed above; or
- you would like us to update the information we hold about your child; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your child's personal information, you can contact the Information Commissioner's Office: ico.org.uk.





Adventure Learning School Trust

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www.alat.org.uk

Bright Tribe Trust

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