

**Education and Leadership Trust**

**Student Privacy Notice**

**Policy Statement**

We are the Education and Leadership Trust. During your time with us in our school, we will use information that we gather in relation to you for various purposes.

Information that we hold in relation to you is known as “personal data”. This will include data that we obtain from you directly and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school.

Anything that we do with your personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

**Why are we giving this to you?**

As your school we need to store and use information about you. We do this for a number of reasons. This document tells you what information we use about you and why we use it.

It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher or speak to your parent(s)/carer and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer at the school. They can answer any questions you have about what the school does with your information. If you or your parent(s)/carer want to speak to them, then you can arrange this through your Director of Progress (LHS and TEMA) or your Head of House (WRHS).

**What information do we hold about you?**

We will collect, hold, share and otherwise use information about you set out in the boxes below:

• Name	• Date of Birth	• Gender
• Address	• Telephone and email contact details	• Details of previous or future schools
• Language(s) spoken	• If you are eligible for free school meals	• Unique student number
• Attendance information	• Photographs	• CCTV images
• Behavioural information such as Attitude to Learning Grades, Gold Award points and C3/C4 information		
• Academic information such as KS2 grades, target grades, Doodle statements achieved, test results and exam grades		

We will also collect, hold, share and otherwise use some information about you which is special “special category personal data” and we take extra care to make sure that this is kept safe:

<ul style="list-style-type: none"> <li>• Ethnicity</li> </ul>	<ul style="list-style-type: none"> <li>• Religion</li> </ul>	<ul style="list-style-type: none"> <li>• Special educational needs and disability information</li> </ul>
<ul style="list-style-type: none"> <li>• Medical / health information</li> </ul>	<ul style="list-style-type: none"> <li>• Biometric data – so you can use the tills and doors</li> </ul>	<ul style="list-style-type: none"> <li>• Information relating to keeping you safe</li> </ul>
<ul style="list-style-type: none"> <li>• Dietary requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Any private information you disclose to us such as sexual life or sexual orientation</li> </ul>	

**Where do we get this information from?**

We get this information from:

- You
- Your parent(s)/carer
- Sometimes things are reported by other children’s parent(s)/carer
- Teachers and other staff
- People from other organisations, like previous schools, doctors or the local authority for example

**Why do we use this information?**

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you throughout the time you spend with us
- To make sure that we are able to support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents/carers

Some of these things we have to do by law. Other things we do so that we can run the school efficiently.

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things we will ask you or if necessary your parent/carers for permission.

### **Why do we use special category personal data?**

We may need to use the special category personal data (mentioned on page 2) where there is a specific interest to do so.

For example:

- To make sure that we understand how best to support your learning
- To make sure that everyone has equal opportunities and treatment
- To make sure that there is support for your physical and mental health

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

### **How long will we hold your information?**

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information but we are legally required to keep some information until you reach the age of 25. If you change school we will usually pass your information to your new school.

### **Who will we share student information with?**

We may share information about you with:

- Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education (DfE) and/ or Education & Skills Funding Agency (ESFA) as required by the law
- Other organisations, to enable them to provide an effective service to the school, such as school meal providers or external tutors
- Health practitioners and authorities such as the NHS (e.g. Manchester University Hospitals NHS Foundation Trust), CAMHS, the school nurse
- We also share very limited information with educational websites which we think can support your learning e.g. Frog, Mathswatch, GCSEPod and Doodle so that they can create a login for you to use

### **Keeping this information safe**

It is very important that only people who need to use your information can see it. The school keeps your information safe by putting in place procedures and technologies to make sure all your information is safe, from when we collect it to when we destroy it.

Security procedures include:

- Adults are identified - All staff wear photo-ID on school or Trust lanyards. All authorised DBS-checked visitors wear photo-ID on orange school lanyards. Visitors/contractors wear photo-ID on red lanyards.
- Door locks and security - Our door locks are programmed to only respond to the fingerprints of staff and students
- Lock information away securely - Desks, filing cabinets and cupboards should be kept locked if they hold confidential information of any kind.
- Methods of disposal – We destroy data when it is no longer needed. Paper documents should be shredded. Files and computer entries should be deleted. Digital storage devices should be physically destroyed when they are no longer required.
- Equipment - Staff are trained to ensure that individual PC monitors do not show confidential information to passers-by and that they log off from their PC when it is left unattended.
- Security of computer systems - Information about students is kept on a secure system which needs a personal log-in and password. Most staff can only see very limited information about your personal data.
- Training - We provide training to our staff and students on the importance of keeping data secure

### **Your rights in relation to your information**

You can ask to see some of the information we hold about you.

You also have the right to:

- Object to what we are doing with your information, but remember that some of the things that we do have to be done by law
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Make a claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with your Director of Progress (LHS and TEMA) or your Head of House (WRHS).

The school does not have to meet all of your requests and we will let you know where we are unable to do so.

### **Concerns**

If you are concerned about how we are using your personal data then you can arrange to speak to somebody in school about it. You will need to speak to your Head of House or Head of Year and they can help you make an appointment with the school business manager.

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If the matter is not resolved in school, if necessary you or your parent(s)/carer can contact <https://ico.org.uk/concerns/>our Data Protection Officer: Tom Powell, Head of Audit and Risk Management, Manchester City Council at [schools.dpo@manchester.gov.uk](mailto:schools.dpo@manchester.gov.uk)

If there are still concerns, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.