



Kirkbie Kendal School Academy Trust

Student Privacy Notice (How we use student information)

What's this about?

A new law was introduced in 2018 that helps keep your information safe – things like your address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons, and the new law tells them exactly what they are allowed to do with your information.

We collect some information about our students, like you. It's our job to tell you how we will collect the information, how we will record it and how we will use it.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

- **Data controller:** This person (or group of people, like a school) is in charge of the information we collect.
- **Data processor:** This person processes information for the data controller.
- **Data protection officer (DPO):** This person makes sure we do everything the law says. The school's DPO is Mrs Eastwood.
- **Personal data:** This means any information that can be used to identify someone, such as your address and date of birth.

Who looks after your information?

The school is the data controller of the personal information you give us – we look at how and why your information is collected and used.

Sometimes the school has to give your information to other people, such as the government, but it will only give away your information when you say it's ok or when the law says that they have to. When your data is given to someone else, they must look after it and keep it safe.

Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. When we've collected it, here's how we use it:

- To support your learning.
- To monitor and report on your progress.
- To provide appropriate support and pastoral care.
- To assess the quality of what we do,
- To keep you safe (for example, food allergies information, emergency contact details, CCTV).
- To meet the statutory duties placed on us for the Department of Education (DfE) data collections.
- To record our own school history.
- To control access to services e.g. biometric controlled catering services

What information do we collect?

We collect relevant pupil information via data collection forms or a secure file sent to us if you join from another school. The categories of information that the school collects, holds and shares include the following:

Your personal information

This is things like your name and address.

Your characteristics

This means information about you, like where you're from, what language you speak and things like that.

Your attendance information

We will also record how many times you missed school and why you couldn't come to school We will also record details of previous schools you attended.

Your assessment information

We collect your test results when you sit a big test or exam.

Some of your medical information

We keep information about any times you've been ill and any special conditions you have that we need to know about to keep you safe. This includes information about allergies.

Your special educational needs

We collect information that helps us teach you better, such as any special educational needs you may have.

Behavioural information

We record if you have been excluded (hopefully never!) and why. We will also record if you have a behaviour management plan

Photography, Images and Recordings

Using photographs of you counts as processing your personal data. Before we take or use any photographs we will ask you (if you're old enough) or a parent to give permission for us to take and use pictures of you. We might use your pictures on display boards or on the school's website, for example. We may also record your image and voice recordings for assessment, celebration and in CCTV (to keep you safe).

Financial information

This could include bank details, entitlement to meals, transport and premium funding to manage

catering, school trips etc.

Do you have to give us your information?

Yes - the information that we are required by law to process you must provide. If we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have the information that is your choice.

Storing your information?

We hold pupil data securely in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools. This personal data is kept for a wide range of time periods from days after a successful trip for the consent form, to many years after a pupil has left us for an accident report. We don't keep it forever, only for as long as we need it to help us do the thing we need it for. We have a policy that tells us when to keep it and when to bin it.

Will your information be shared?

We won't share your information with anyone else without your permission, unless the law says we can or should. For example, we routinely share information with:

- Schools or colleges that you attend after leaving us.
- Our Local Authority (Cumbria County Council).
- Child development and protection partners like our local Authority Children's Services, Public Health, Inclusion & Social Care etc. to check attendance, monitor, and protect children; private companies offering counselling and other family or support services.
- The Department for Education (DfE).
- The school nurse, medical services and therapists or the the NHS
- Third Party software providers.
- Government departments like UK Health Security Agency, Local Authority Public Health, and District Council Environmental Health Departments to comply with the law and support public health emergency action;
- Voluntary and charitable organisations (with your permission only), such as Barnardo's, our local Foodbank and similar organisations who can offer families practical help and support.

For details of the information that we share with them please visit:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Sometimes we have to share your information. We normally have to share it with the people in charge of all schools, the Department for Education (DfE). They may ask us to share things like:

- Pupils on roll at the school.
- Attendance figures.
- Performance data.

We share this information with the DfE under what is known as regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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 like you. But don't worry, the database is very safe and your information won't get lost or given to anyone who shouldn't have it.

Once you reach the age of 13, we have to pass on certain information to the people in charge of local schools called the Local Authority. We might share some information with people who provide education and training for people over 16, like colleges. We may pass on information that helps them to make sure they provide the right kinds of education, such as your name, date of birth, where you're from and things like that. This information is always transferred securely.

Your parents can ask us to only share your name, address and date of birth, and nothing else, by sending an email or letter to Mrs Blamire, Office Manager at Kirkbie Kendal School. When you're 16, it's up to you to decide what information you want to share.

We have to share some information with careers services once you reach 16. We must provide both yours and your parents' names and address, and any further information relevant to the support services role; this will include telephone contact details. This enables the local authority to provide services as follows:

- Youth support services
- Careers advice and guidance If you require more information on how Connexions use your information please go to: <https://careerconnect.org.uk/Privacy-Policy-i55.html>

What are your rights?

You and your parents have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it's not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.

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. If you're worried about how we get and use your information, you can speak to Mrs Eastwood at the school, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the school, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their live chat.

Four important things to understand

Now you've read this, we hope you understand that:

- The law requires us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before. If you have any questions, Mr Harris or Mrs Eastwood will be happy to help you.