

PRIVACY NOTICE FOR PUPILS/STUDENTS

You have a legal right to be informed about how we, Horizons Specialist Academy Trust (“the Trust”) uses any personal information that we hold about you. To comply with this, we provide a ‘privacy notice’ to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Horizons Specialist Academy Trust, are the ‘data controller’ for the purposes of data protection law.

Our Data Protection Officer is Alison Ascough (see ‘Contact us’ below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council, health and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnicity, what language you speak or special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions

- Photographs/videos
- CCTV images
- Any concerns or worries we might have about you

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the academies in the Trust are performing
- Look after your wellbeing

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We have a Records Management Policy which sets out how long we must keep information about pupils. If you would like a copy please ask in the school office.

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Relevant local authorities – to meet our legal duties to share certain information with it, such as safety concerns, attendance and exclusions

- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator (the organisation or “watchdog” that supervises us), eg Ofsted
- Suppliers and service providers – so that they can provide the services we have contracted them for – this might include other educational provisions and systems we use in school
- Central and local government
- Health authorities
- Health and social welfare organisations – to help them arrange things like the flu jab and other medical screening needed
- Professional advisers and consultants
- Emergency services, such as Fire, Police, Ambulance, Cleveland Emergency Planning Team
- Courts and tribunals
- Professional bodies

We normally have to share your information with the people in charge of all schools, the Department for Education (DfE) and they ask us to share things like:

- How many pupils are in school
- Attendance information
- Performance data – test results

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. Don't worry, the way we share data and the place it is stored is very safe.

Once you reach the age of 13, we are legally required to pass on certain information about you to Youth Directions, as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

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 the Data Protection Officer.

We also have to share some information with the careers service once you reach 16.

Transferring data internationally

If we need to share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with

- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our Data Protection Officer. We will usually reply to you in a month, unless you ask for a lot of detailed information, however if it is during the school holidays it may take us longer as a lot of staff are on holiday.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Alison Ascough, Horizons Specialist Academy Trust, Ketton Road, Stockton on Tees, TS19 8BU.
Tel: 01642 677113. Email: DPO@horizonstrust.org.uk

Four important things to understand

Now you have read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job
- We may share your information with others, but only when we 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, Alison Ascough will be happy to help