

PRIVACY NOTICE FOR PUPILS AND STUDENTS



Abbey Hill is part of Horizons Specialist Academy Trust. Horizons collects, stores and uses **information** about you.

This notice tells you how and why.

Horizons stores information about you to

Helping You



- Help you to learn
- Check how you are learning
- Work out what help you need to learn
- Help Abbey Hill look after you
- Get in touch with your parents
- Get in touch with other people who can help you
- Help others to learn and be looked after
- Find out how well Abbey Hill is doing

About You



The information Horizons stores about you includes

- Name, address and phone number
- Information about your ethnic origin
- School-work
- How well you have done in tests
- When you have come to school
- What you need to help you learn
- Information about your health
- Information about your behaviour
- Any worries we have about you
- Photos and videos

Collecting Information



Collecting the Information

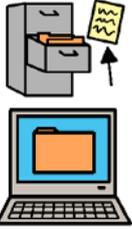
Most often, you or your parents or carers give Horizons the information we need.

Sometimes it comes from other people and places such as

- Your old school,
- Teachers who visit our school
- Doctors
- Physiotherapists
- The council

Sometimes we ask for information and you, or your parents or carers, can choose not to give it. Horizons will explain why the information is needed.

Storing Information



Storing the Information

Horizons stores the information on paper and in computers.

The law tells us what information we can keep.

We keep the information while you are at Abbey Hill.

We keep some information after you have left Abbey Hill.

Sharing Information



Sharing the Information

Horizons only shares information about you with people outside school

- If you or your parents/carers have said we can
- If the law and our own rules say we can
- If the law says we must

We may share information about you with people who work for other services such as

- Council departments
- The National Health Service (NHS)
- Government departments
- OFSTED
- The fire, police or ambulance services
- Courts

- People who
 - Make up and mark exams
 - Help Horizons to teach you
 - Help you to be safe and healthy

We may share information with your family.

Why?



Why Horizons Shares Information About You

Horizons shares information about you to

- Follow the law
- Help Horizons to help you learn
- Help you to be safe and healthy

Database



National Pupil Database

Some information about you is stored in the National Student Database.

It is stored securely.

It can be used to collect numbers and make statistics to see how schools and colleges are doing.

For When you Grow Up



Youth Directions

When you are 13, the law says Horizons must give information about you to Youth directions.

This is so people there can help you with learning and training when you have left Abbey Hill.

Your parents can ask Horizons only to tell them your name, address and date of birth.

The Law



The Law

Horizons Specialist Academy Trust is the 'data controller' in data protection law.

'Data' is another way of saying 'information'.

Allie Ascough is our Data Protection Officer.

Horizons only collects and stores information it is allowed to.

It, most often, uses your information to

- Follow the law
- Help you learn
- Help you and others to be safe and healthy

Sometimes Horizons uses the information in other ways if you say we can. If we do this, we will always ask you or your parents/carers first. You can say 'yes' or 'no'.

If you say 'yes', you or your parents/carers can change your minds and say 'no' at any time.

There is a document called a Records Management Policy that describes how information is kept. You can ask for a copy in the School Office.

Your Rights

If your teachers think you can understand your rights and what they mean, you can find out what information Horizons holds about you.

Your Rights



You can find out how Horizons uses this information.

You do this by asking for the information from Ali Ascough. She is our Data Protection Officer. You can ask your teacher how to do this.

This is called a 'subject access request'.

Someone will then tell you about the information:

- What it is
- Why Horizons keeps it
- How long for
- Where it came from

- Who it has been shared with
- If it being used by automatic computer programs.

You can say

- The information might upset you or cause harm so you don't want it used
- You don't want it to be used to send you adverts
- You don't want it used by automatic computer programs
- The information is wrong so you want it changed

You can ask for compensation if the information laws are broken and you have been harmed.

Complaints

If you think Horizons has done something wrong with your information, you can contact Allie Ascough. She is our Data Protection Officer.

Complaints



Or you can contact the Information Commissioner's Office:
<https://ico.org.uk/concerns> Telephone 0303 123 1113