Privacy Notice for Students

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This notice is a summary of:

- How the multi academy Trust (The Partnership Trust) and your School uses your personal information (personal data)
- The Partnership Trust and School's responsibilities to keep your personal information safe and secure
- Your rights in relation to your personal information

A full copy of the privacy notice is on our website or available from the School Office. This is a shortened user-friendly version, which sums up the main points.

The Headteacher is responsible for looking after data in the School. We also use the services of One West, who provide a data protection officer function to oversee the way that we use information in the school. Their contact details are e-mail: i-west@bathnes.gov.uk Telephone: 01225-395959.

What is personal data (information)?

Personal data is any information that can identify you as an individual. It also includes special category personal information which includes information about your health, religion, gender or your fingerprints which require extra conditions for us to use it.

Whose data is it?

Your personal information belongs to you. The law says that when you can understand the consequences of agreeing to how your data can be used, then we should ask your permission to use it unless there is a lawful reason not to. Until this time, we will ask for your parents' or legal guardian's permission.

What do we use your personal data for?

We mainly use your information to deliver your education, track your progress, keep you and others safe, to assess our performance, to comply with legal duties for example to provide information to government agencies, and to promote the school for example through prospectuses and press releases. Our full Privacy Notice has more details.

Where does your data come from?

We mainly collect your personal data from information you and your parents may provide, your educational records, any previous education setting, and official bodies for example the Local Authority.

How can we use your personal data?

- Where the law requires us to;
- With your permission if you understand the consequences of what is being asked, or if not, with the permission of your parent (s) or legal guardian – this might include using your photographs on publications such as the school newsletter or on our website;
- Performing a public task – for example providing you with an education, or providing government departments with information that they require;
- For the business needs of the school where it is not performing a public task for example processing payment for school meals; or
- Where it is necessary to save a life – for example providing hospitals with medical information about you in an emergency.

If sensitive personal data is involved, we have to satisfy further legal grounds.

How long do we keep your personal data for?

We will only keep your data for as long as the law allows and how long we need the information for to run the school. There are different time periods for different types of information; these are set out in a document called the retention schedule which is part of the Records Retention Policy and can be found in the school office.

What are your rights in relation to your data?

The full list of rights can be found in the main privacy notice, but your main rights are:

- To know what data we hold about you – you can make a request to see this information by contacting your Headteacher or the Chief Executive Officer of The Partnership Trust.
- To ask for mistakes to be rectified (put right) about the data we hold about you
- To ask for us to erase data that we hold about you, but we will only do this if we have no legal ground for keeping it other than your permission
- To object to or ask for the use of your personal data to be restricted, but these rights are limited and can be overridden in certain circumstances.
- To withdraw your permission where we are processing your information on the basis of your consent

Any questions or complaints?

Above all, you need to be comfortable with how we use your personal data. If you would like to talk about any aspect of this notice please contact your school's Headteacher or The Trust Operations Manager, Suzanne Parfitt or our Data Protection Officer at One West.

Trust Operations Manager, Suzanne Parfitt: office@thepartnershiptrust.com;

Telephone: 01761 404207

Iwest: i-west@bathnes.gov.uk

Telephone: 01225-395959.

The Information Commissioner's Office (ICO) who oversee organisations and their data protection obligations can be contacted at

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire,

SK9 5AF.

Helpline number: 0303 123 1113

ICO website: https://www.ico.org.uk