



# Pupil Privacy Notice

## Why are we giving this to you?

As your school (either “**Kenton School**” or “**Studio West**”), we need to use information about you for a number of reasons. This privacy notice 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 schools keeps your information safe.

If you want to know anything about what we do with the information about you, then please ask your teacher, your Year Leader, the Data Protection Officer, or speak to your parents/carers and ask them to contact the school. The school wants you to feel free to raise any questions at all.

## Privacy Notice

Kenton School and Studio West are two schools which are part of the Northern Leaders Trust (collectively referred to as “**Northern Leaders Trust**”, the “**Trust**”, “**we**”, “**us**” or “**our**”). During your time with us, we will collect and use information relating to you.

It is important that you read this privacy notice together with any other privacy policy or fair processing policy we may provide on specific occasions when we are collecting or processing information about you so that you are fully aware of how and why we are using your information.

## Contact details

If you have any questions about this privacy notice or our privacy practices, please contact our data protection officer in the following ways:

Full name of legal entity: Northern Leaders Trust

Data protection officer: Tracy Carson

Email address: Tracy.Carson@northernleaderstrust.org

Postal address: Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU

Telephone number: 0191 214 2201

## What information do you collect?

We may collect the following information:

- Identity information includes first name, surname, date of birth, gender, details of previous/future schools, behavioural information, language(s), photographs, attendance information and dietary requirements;
- Contact information includes delivery address, telephone number(s), email address and emergency contact details;
- Financial information includes eligibility for free school meals and other financial assistance;
- Purchase information includes details about payments to and from you and other details or services you have purchased from us; and
- Profile information includes your unique pupil number, assessment information,

We may collect sensitive data about you (including your race or ethnicity, religious or philosophical beliefs, information about your health and special educational needs, and genetic and biometric data). We don't collect any information about criminal convictions and offences.

## Where do you get my information from?

We use different methods to collect information from and about you including through:

- **Direct interactions.** You may give us your information when you join the school and when you attend the school site and are captured by our CCTV surveillance system.
- **Third parties or publicly available sources.** We will receive information about you from various third parties and public sources as set out below:
  - your parents/carers;
  - other children's parents/carers;
  - teachers and other staff;
  - Doctors;
  - Local Authorities;
  - Court; and
  - other professional bodies which might raise concerns about you.

## What are you doing with my information?

We will only use your information when it is necessary, such as:

- to make sure that we give you a good education and to provide you with support;
- to make sure that we are able to address and support any educational, health or social needs you may have;
- 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; and
- to protect our school sites through the use of CCTV surveillance.

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/carer, for permission.

## Failure to provide this information

If you fail to provide information to us, we may be prevented from complying with our obligations.

## What is your legal basis for using my information?

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- where we need to perform the contract we are about to enter into or have entered into with you;

- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (i.e. to promote the schools educational achievements or to keep our school sites safe and secure);
- where we need to comply with a legal obligation;
- where we need to protect the vital interests of others;
- where we need to perform a specific task in the public interest; and/or
- where we otherwise have your consent.

### **How long will you keep my information?**

We will hold your information only for as long as necessary. How long we need to hold on to any information will depend on the type of information and the purpose for processing that information. For further detail please see our Retention and Destruction Policy.

If you change school we will share your information with your new school.

### **Do you share my information with other organisations?**

We routinely share information about you with:

- other schools or educational institutions you may attend or require support from;
- Local Authorities and other governing/regulatory bodies for education and training, youth support and safeguarding purposes;
- the Department for Education and the Education and Skills Funding Agency;
- contractors to enable them to provide an effective service to the school such as school meal providers or external tutors; and/or
- other professionals i.e. health, social care etc.

### **Do you share my information outside the UK?**

We do not transfer your information outside the UK.

### **How do you protection my information?**

We have put in place appropriate security measures to prevent your information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your information to those employees, agents, contractors and other third parties who have a business need to know.

We have put in place procedures to deal with any suspected information breach and will notify you and any applicable regulator of a information breach where we are legally required to do so.

### **What are my rights?**

You have the right to request access to information that we hold about you, subject to a number of exceptions. To make a request for access to your information, please use the contact details above.

If you want to exercise any of the rights below, then you should contact your teacher, Year Leader or Tracy Carson, Data Protection Officer. If the Trust or school does not respond to your request, then you will be informed.

We try to respond to all requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

### **Worried?**

If you are worried about how we are using your personal information then you can speak to your teacher, Year Leader or if necessary you or your parent/ carer can contact the Supervisory Authority - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.

### **How can I change my information?**

This is called the 'right to rectification'. This gives you the right to correct any personal information that may be wrong or out of date.

### **How can I change how my information is used?**

This is called the 'right to restrict processing'. This gives you the right to limit how we use your personal data.

### **How can I see what information you have about me?**

This is called the 'right of access'. This gives you the right to receive copies of your personal data.

### **How can I move my information?**

This is called the 'right to data portability'. This gives you the right to ask for and download personal information you've given us electronically or hard copy, so that you can:

- move;
- copy; or
- keep it for yourself.

### **How can I stop you using my information?**

This is called the 'right to object'. This gives you the right to tell us to stop using your personal information.

### **How can I delete my information?**

This is called the 'right to erasure'. This gives you the right to ask for your personal information to be deleted.

### **How can I change my mind?**

This is called the 'right to withdraw consent'. This gives you the right to tell us that you've changed your mind on how your personal information is used.