



EBOR ACADEMY TRUST

## Privacy Notice 19e: How we use pupil information (Information for KS2 pupils)

### **Monitoring and Review of this Document:**

The Trust shall be responsible for reviewing this document from time to time to ensure that it meets legal requirements and reflects best practice



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**Ebor Academy Trust: One School, Many Sites**

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## **Rules for collecting and using your information**

**There are special rules or laws to protect your information. This is called data protection.**

We follow these rules with your information. We will:

- only use your information if the law says we can do so
- not ask for more information than we need
- tell you why we use your information - we will only use it for that reason
- keep your information up to date
- only keep your information for as long as we need it
- keep your information safe

## **Who are we?**

We are your primary school. Our staff help you to learn and develop and prepare you for secondary school.

The school must look after your personal information. We have a Data Protection Officer called Wendy Harrington, who ensures the school is keeping your information safe and secure.

If you would like more information, please speak to your teacher or the school office.

## **What is personal data?**

Personal data is information about a specific person. Your name, age and address are all examples of your personal data.

We need to be extra careful with certain types of sensitive personal data. This is called special category data. Medical information we collect when you are ill is an example of this.

## **What information do we collect about you?**

To work properly as a school, we need to collect a lot of information about you. This might include:

- Your name, where you live and your date of birth
- Who looks after you outside of school and their contact information
- Your test results and behaviour in the classroom
- The number of days you have been in school
- School trips and after school clubs you have attended
- Photos or videos of you.

- Communications we have with you.
- Details of your use of the school's computer systems and other sites you access whilst on the school premises.

We also collect special category data about your health, wellbeing, religion and ethnicity (family background).

For the full list of all the information we collect, you can read our main Privacy Notice for Pupils, Parents and Guardians

### **Why do we collect information about you?**

We collect your information so we can teach you properly, organise school trips and activities, keep you safe and improve your wellbeing.

### **Who do we obtain your information from?**

We get information from you and your family.

There might also be times when a social worker, doctor, the council, your previous school or a government department may send us information about you.

### **Who do we share your information with?**

Sometimes, we need to share your information with people outside of the school. For example:

- Your next school
- The council
- Doctors and other people whose job is to help you
- The Government Department for Education
- People training to be a teacher or secondary pupils taking part in work experience
- Sports coaches
- People who provide us with a service
- People who provide school meals
- Your parent/carer
- Our computer specialists and IT computer systems such as Google (including "closed" generative AI systems)
- people that are doing research into learning or well-being
- people who make sure children are safe

### **How long do we keep your personal data for?**

We keep your information for as long as we need it to teach and support you, or as long as the law tells us to.

### **What rights do you have?**

- You can ask for a copy of all the information the school holds about you.
- You can ask for information to be corrected, if you think it is wrong.

- You can ask for your data to be deleted.
- you can make a complaint
- You can object to your personal data being processed for marketing eg pictures from school fairs or plays.
- you can ask us to limit how we use your personal information

For more information on all the rights you have, please ask the school office or contact our Data Protection Officer: [w.harrington@ebor.academy](mailto:w.harrington@ebor.academy)