



Privacy Notice – Pupils under 13

**Diocese of Coventry
Multi Academy Trust**

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Together, pursuing life in all its fullness

Privacy Notice – Pupils under 13

Version	Date	Author	Changes
V1.0	May 2018	Browne Jacobson / Louise Beale	Initial Issue

Why are we giving this to you?

We are Burton Green Church of England Academy, part of the Diocese of Coventry Multi Academy Trust. Throughout this document, references to we or the academy also refer to the Diocese of Coventry Multi Academy Trust. As your academy we need to use information about you, things like your address, date of birth and phone number, this is called personal data. We do this for lots of reasons and here we tell you what information we use about you and why we use it. It is very important that information about you is kept safe, so here we tell you how we collect the information, how we will record it, how we will use it and how we keep it safe.

If you want to know anything about what we do with information about you then please ask your teacher, or speak to your parents or carers and ask them to contact the academy. We are happy for you to ask any questions at all.

Sometimes the academy has to give your information to other people, like the government, but we will only do that when you say it's ok or when the law says that we have to. When your data is given to someone else they must look after it and keep it safe.

We also have a person called the Data Protection Officer for the academy. They can answer any questions you have about what the academy does with your information. If you, your parents or carers want to speak to the Data Protection Officer, then you can do so at:

Data Protection Officer
The Benn Education Centre
Craven Road
Rugby CV21 3JZ
Tel: 01788 422900
Email: dpo@covmat.org

Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or follow the law. This will include information that you give us and information that we get from other people about you. We might also need to keep hold of the information for a while after you leave the academy.

What information do we collect and use about you?

The sorts of information that we collect, use and share about you include:

- Your personal information – things like your name and address
- Your characteristics – things like where you are from, what language you speak
- Your attendance information – how many times you missed school and why you couldn't come to school
- Your assessment information - your test results
- Some of your medical information - times you've been ill and anything special about you that we need to know about to keep you safe
- Your special educational needs - information which helps us to teach you better
- Behavioural information - the number of times you've been excluded and why
- Photographs – we will ask your parents if it is ok for us to take and use pictures of you, for example on display boards or on the academy's website.

There are also some kinds of information about you which is more private and we will take extra care to make sure that this is kept safe, this is information like:

- Your family background (race or ethnic origin)
- Religious beliefs
- Special educational needs and disability information
- Medical / health information
- Special food needs
- Information relating to keeping you safe

Do you have to give us your information?

You have to give us quite a lot of the information we need, but there is some information that your parents can choose whether to let us have it or not.

When we ask for information that you don't have to give us, we will ask for your parents / carers permission and let you know why we want it and what we will do with it. If they don't want us to have the information, that is their choice.

Where do we get this information from?

We get this information from:

- You
- Your parents or carers, and other children's parents or carers
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

Why do we use this information?

We use your information for lots of reasons, including:

- To make sure that we teach you in the best way we can
- To make sure that we help you with any health or social needs you may have
- To make sure everyone is treated fairly
- To keep you and everyone at the academy safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents or carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the academy.

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 your parent or carer for permission.

How long will we hold information about you?

We don't keep it forever, only for as long as we need it to help us do the things we need it for. We have a policy that tells us when to keep it and when to get rid of it safely.

Who will we share your information with?

We may give information about you to:

- Other schools or the local authority to help us with your education
- The national health service and our health and safety advisors to help us keep you safe
- The government department in charge of all schools
- People who provide services to the academy, such as meals or tutors

Keeping this information safe

It is very important that only people who need to use your information can see it. We keep your information safe by following the procedures detailed in the Data Protection policy for the academy.

Your rights in relation to your information

You and your parents can ask to see the information we hold about you. If you wish to do this you should contact your teacher, the Academy Business Manager or the Headteacher.

You also have the right to:

- Be told how we use your information
- Ask us to change information you think is wrong
- Ask us to remove information when it's not needed any more
- Ask us to only use your information in certain ways
- Tell us you don't want your information to be used

If you want to do any of these, you can speak with the Headteacher or the Data Protection Officer for the Multi Academy Trust. We may not have to do them but we will let you know if we can or if we can't.

Concerns

If you are worried about how we are using information about you data then you can speak with the Headteacher or Data Protection Officer, or you or your parent or carer can get outside help from The Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Four Important things to Understand

Now that 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 really need to
- We will ask for 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, Andrew Morris, Head Teacher will be happy to help you.