# Pupil Privacy Notice

## Who are we?

Your school is part of The Rivers CofE Multi Academy Trust. We are both responsible for the information we collect and keep about you.

Information that we keep about you is known as "personal data". During your time with us, we will use your personal data for various purposes. The law says we must look after your personal data properly. We always follow the rules in the law about keeping your personal data safe.

This Notice explains to you why we use your personal data, what personal data we collect, who we share your personal data with, and how we keep your personal data safe.

If you would like to know anything about what we do with your personal data, then please ask your teacher or speak to your parent(s), legal guardian(s), or another adult who looks after you. We want you to feel comfortable asking questions, and we are happy to explain anything you would like to know.

We also have a person called the Data Protection Officer (DPO). They can answer any questions you have about what your school does with your personal data. You, or the adult who looks after you, can speak with the DPO, and you can find their email address and the address you can write to at the end of this document.

From now on, we will use the word 'information' instead of 'personal data'.

## What Information do we keep about you?

We collect, keep, and share a lot of information about you while you are at school such as your name, address and details of other family members. We also collect, keep, and share information about your progress in school such as how often you attend school, how well you do in different subject areas and information about your health and wellbeing.

Sometimes we collect information from your computers or tablets which is known as "digital" or "online identifiers". This includes information like your login name.

We also collect, keep, and share your information. This is called "special category data". This includes information relating to:

- Any special educational needs or disabilities you may have
- Your health, including your dietary needs and allergies
- Information that helps keep you safe
- Your racial or ethnic background

- Your religious beliefs

We take extra care to make sure this type of information is kept safe. We will usually ask you, or the adult who looks after you, before we use this information and only use it when we have been told yes. Sometimes, we may need to use it even if we are unable to ask you first.

## Why do we need this information?

We collect this information because we have a legal duty to. Sometimes the government or our local council asks us to collect this information so that they can see how well our schools are doing. Your school needs to use your information to help us teach you, keep you safe, and make sure everyone is treated fairly.

## Where do we get your information from?

If you join us from another school, your old school will pass us information about you.

Most of the information we keep about you is given to us by your family when you started school and then we collect information from you as you progress through school. Sometimes we will ask the adult who looks after you before using certain information such as when using your photo on the school website or in the newspaper.

Sometimes, your teachers may receive your information from other people and share your information with them. This may include people from the local council (help school's keep children safe), The Department for Education (the government office for schools), and your doctors.

## Where do we get your information from?

We use your information so that we can teach you, provide you with any support you might need, and celebrate your achievements. We also use your information to make sure we keep you and everyone at the school safe, including making sure we support any additional needs you may have.

## Where do we keep your information?

We keep your information safe by using locked files and secure computers. Only adults in school who need to see your information are allowed to look at your paper files and computer records.

## What are your rights?

We will keep your information for as long as you are a pupil here. If you move to a different school, we will pass your information to your new school. If you complete your education here, we will keep your information for a number of years after you leave because we have to by law.

You can ask to see your information, to change information that is wrong, to not use your information in certain ways, and to delete information that we do not need. You can also ask questions about how we use your information.

## What are your rights?

If you have any questions about this privacy notice or the way in which we use your personal information, please contact our Data Protection Officer by either:

- Emailing dpo@riverscofe.co.uk
- Writing to us at: Data Protection Officer, The Rivers CofE Academy Trust, School Lane, Cutnall Green, Worcester, WR9 0PH