

SILVER BIRCH ACADEMY TRUST

Privacy Notice for Pupils & Parents

DATE

May 2018



Silver Birch Academy Trust
Registered in England & Wales
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How we use your information –

This notice contains information about how and why the school collects your personal information and what we do with that information.

Personal information is information that identifies you and relates to you. For example, information that parents provided to us when you join the school, school reports, results of tests, information from any previous school and any medical information that we need to know (for example, if you have an allergy).

Photographs and videos of you also count as your personal information.

If you want to find out more about how we use personal information, you can read the Trust Privacy Notice which covers extra points, for example:

- the rights you have, including what decisions you can make about your information
- for how long we keep your personal information
- Why we need to use your personal information.

Our main reason for using personal information is to provide an education and to support pupil's with the other activities that they may take part in throughout their time with us.

Below are some examples of the different ways in which we use personal information, where that personal information comes from and who we may need to share it with. We have to keep personal information safe and are only allowed to share it outside the school when we have a good reason to do so or if we have to share it by law.

Some information is kept private and only a few people are allowed to see it (for example, confidential medical information).

- When you join the school, we get information from parents and any previous school or nursery. We share some of that information with teachers and other staff in the school who need it to teach and to support pupils.
- Some medical information is given to us by parents when pupils join the school. It is only shared with those who need to know (e.g. other staff if the is an allergy they need to be aware of, or the class teacher). We may also get information from doctors and other professionals where we need this to provide support. If we need to make a referral, we will share information about pupils with other people who work with the school (eg the doctor or the school nurse etc).
- We share information about any allergies or medical/religious food requirements/preferences with our catering staff and with other people on school trips if necessary.
- We will share school work and any test results with parents.
- we have to share information about SATs with the people who are in charge of them so that they can deal with entry and results. They will keep a record of the results and any other services that we request. For example, requiring extra time.
- We will be required to report some information to the government (eg the Department for Education). We will need to tell the Local Authority/Local Safeguarding Children Board that pupils attend the school, if pupils leave the school or let them know if we have any concerns about pupil welfare.
- We may use photographs or videos of pupils for the school's website and social media sites. We may continue to use these photographs and videos after pupils have left the school. Parents, can tell us at any time if they do not want photographs or a videos to be included but we won't be able to change printed publications. Sometimes we may ask parents for consent to use an image or video, for example if an organisation other than the school wishes to use an image in their publications.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We use CCTV to make sure the school site is safe. CCTV is not used in the school but outside of the school buildings.
- We monitor everyone's internet use on the school network to make sure that pupils are not looking at sites which are not permitted or may be cause harm.

Questions or concerns

The Legal and Compliance Officer, Daryll Smith, Turn IT On, is in charge of the school's data protection compliance.

If you have any questions about how we use your personal information, please ask the class teacher in the first instance.

This Privacy Notice will be reviewed in May 2019

