

Great Academies Education Trust

Privacy Notice (How we use your information)

The information school has about you and may share includes:

- Personal information such as your name and address,
- Information about you such as the language you speak, where you were born and whether you can have free school meals,
- Attendance information such as the days you attend school, the number of days you didn't attend and the reasons,
- Test and exam results,
- If you have been excluded from school,
- Where you go to when you leave us,
- Whether you have any special needs
- Anything we need to know about your health or medicines you take.
- When you are in secondary school and are enrolling for qualifications, the Learning Records Service will give us a unique learner number (ULN) for you.

Why we collect and use this information

We use your information and may receive information about you from your previous school and other organisations. This is so that we can:

- support your learning
- check your progress and write reports
- look after you when you are in school
- check how well we are doing with all our pupils
- follow any laws about sharing your information with other people.

What the law says

We collect and use your information

1. so we can follow the law called The Education Act 1996
2. because we need to provide a proper education for you
3. because using some information about you is necessary for us to look after you properly – there is a document called Keeping Children Safe in Education 2017 which we must follow.
4. if you give us permission to share information about you with other people.

Collecting your information

Most of the information we need is given to us by your parents/carers. Some of the information they must give to the school but some of it we can ask for, and you, or your parents/carers can refuse to give it to us. So we obey the laws, we must tell you whether you must give us the information or if you have a choice.

Keeping your information

When you are in primary school we keep the information until you leave and go to secondary school, then we give it to your new school.

When you are in secondary school we keep the information until you are 25 years old, at which point the record is destroyed.

If you transfer to an independent school, start to be educated at home or leave the country, the record is transferred to the local authority where it is looked after until you are 25 when it is destroyed.

Who we share your information with

We share your information with:

- schools that you attend after leaving us
- our local authority
- the Department for Education (DfE)
- organisations such as examination boards and organisations which analyse your achievement levels and grades for us
- other people who work with specific children with their parents'/carers' permission, for example, the school nurse

Why we share your information

We will ask you if we can share information about you with other people unless the law says we can.

We have to share your information with the Department for Education (DfE) so we get money to run the school.

Youth support services

Pupils aged 13+

Once you reach the age of 13, we also pass your information to our local authority and / or provider of youth support services so they can tell you about education or training of 13-19 year olds. This helps them to provide youth support services and careers advisers

Your parent or carer can request that **only** your name, address and date of birth is passed to their local authority or provider of youth support services by telling us in school. This is your right once you reach age 16.

Pupils aged 16+

When you reach age 16, we will also share certain information about you with our local authority to help them tell you about post-16 education and training.

If you are concerned, you can see the information the school has about you

Parents/carers and pupils have the right to ask for information about you that school has. To do this, you or your parent/carer should contact the principal.

The school is happy to help people access their information quickly, but it might take longer during the school summer holidays.