



Pupil Privacy Notice (Short Version)

Privacy Notice for Pupils (also provided to parents and carers)

Who we are

You already know that your school is called Icen Academy (Methwold) Academy and that it is part of the Trust called Academy Transformation Trust (ATT) but we have to tell you that the ATT is the organisation which is in charge of your personal information. This means that ATT is called the Data Controller.

The postal address of the Academy Transformation Trust is Suite 413, Jewellery Business Centre, 95 Spencer Street, Birmingham, B18 6DA.

If you want to contact us about your personal information you can contact our Data Protection Lead who is Mr D Carmichael. You can contact them at school or you can leave a letter at reception or send one by post.

How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority, educational specialists and / or the Department for Education (DfE). We use this personal data to:

- support your learning
- monitor and report on your progress
- provide appropriate care for you; and
- assess the quality of our services
- to comply with the law about sharing personal data

This information will include your contact details, examination and assessment results, attendance information, any exclusion information, where you go after you leave us and personal characteristics such as your ethnic group, any special educational needs you may have as well as relevant medical information. We will also use photographs of you.

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

The use of your information for these purposes is lawful for the following reasons:

- ATT is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have a real and proper reasons to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be if and when we are involved in activities which are not really part of our job as an Academy Trust/School but we are involved in because we think it would benefit our pupils. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision.



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When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you / your parents to provide it, whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

For more information on data collection and use within Icen Academy (Methwold), please refer to our data protection policy which can be accessed on our website. Should you require any further assistance please contact Mr D Carmichael.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Tel: 0303 123 1113 (local rate).

