



WHITE ROSE
ACADEMIES

Privacy Notice for Pupils



Leeds City Academy



Leeds East Academy

Leeds West Academy



ALDER TREE PRIMARY
BELIEVE - BELONG - BECOME

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White Rose Academies Trust

Privacy Notice for Pupils

This document is called a Privacy Notice. You can ask your parents or another adult such as your teacher to help you understand it.

This document explains what information we collect about you, why and what we do with it.

We call information about you 'personal data' or 'personal information.'

1. Who is this information for?

This information is mostly aimed at our current pupils but it also applies to pupils that used to go to our Academy Trust's and pupils that have applied to join us.

Who are we? contact our Data Protection Officer via email on gdpr@whiteroseacademies.org. Or you can speak to the Data Protection Lead in your academy. This is normally your Principal and/or your Academy Business Manager (ABM).

We are the White Rose Academies Trust and we are the data controller. This means the Trust is the organisation which is in charge of your personal information.

2. How to get in touch with us

If you want to contact us about your personal information, the best method is via email on gdpr@whiteroseacademies.org. Our Trust Data Protection Officer (DPO) is Mr S Bradley.

Or you can speak to the Data Protection Lead in your academy. This is normally your Principal and/or your Academy Business Manager (ABM).

What sort of information might we collect about you?

We collect and use a variety of different information about you. For example,

information that identifies you (such as your name and when you were born), your contact details (such as your home address and email address), photographs, information about how often you attend lessons and information about you in letters and emails.

Here are some examples of the types of personal information that the Trust collects about you:

- Your name, your email address, where you live, your telephone numbers, your pupil number, family details.
- Your date of birth.
- Safeguarding information, e.g., if you have a social worker or if there is a court order in place involving you or your care.
- Special educational needs including information about what you need and how important it is.
- Correspondence about you, e.g., an email sent to your academy about you from your parents or carers.
- Information about how often you attend your academy, how often you don't come to your academy (and the reasons why) and information about the academy's you went to before this one.
- Assessment and exam information such as your grades and marks
- Information about your behaviour, e.g. suspensions.
- Information about whether you have free school meals and whether your academy can receive extra money for you known as the pupil premium.
- Information needed by the people that look after the school dinners, e.g. whether you have school dinners and how often.
- Photos [and videos] of you.
- Images of you taken from your academy's CCTV cameras (CCTV cameras are the large cameras you see around the academy. They are there to help keep everyone and the academy safe and secure).

Sometimes the information we collect about you is more sensitive such as information about your health and medical needs. For example, allergy information or information to keep you safe. We call this "special category personal data". **Special category**

personal data relates to things like your health, genetics, biometrics (but only where this is used for identification purposes) racial or ethnic origin, political opinions, sexual orientation, sexual life and religious beliefs.

Here are some examples of your special category personal data that we may collect and use:

- Information about your race or ethnic background.
- Biometric information processed automatically using our biometric recognition systems. This is used for our cashless catering service.
- Medical and health information. For example, information about any allergies you have, food that you shouldn't eat for any reason, a record of vaccinations that you have had, information about your health and any medication you need and information from your doctor.

Very occasionally we collect and use information about criminal records and offences (for example, if you are a victim of a crime or accused of a crime) but only where the law allows us to do this.

3. Where do we get your information from?

The information we hold about you comes from different people and places. Most of it comes from you, your teachers or your parents or carers. For example, where your parents have filled in a form when you joined your academy.

In some cases, we may get your information from the local authority or the Department for Education (DfE) (The DfE is a part of the Government that looks after schools and education), professionals such as a social worker (a social worker is someone whose job it is to protect children from harm and support them) or the academy you went to before this one.

Sometimes, someone who is worried about you or cares for you might give us information about you such as a friend or relative, a neighbour, your doctor or the police.

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

4. Why do we need information about you and other pupils?

The Trust needs information about you and other pupils for different reasons. Mostly, the information is needed to run your academy, teach and support you, keep you safe and well and comply with different laws.

Data protection law says the Trust needs a valid legal reason to use your personal information. The Trust's main legal reasons are to enable it to comply with laws and to provide children with an education, and to protect their well-being, which is in everyone's interests.

Sometimes, the Trust will also need to collect and use more sensitive personal information about you called **special category personal data**. This relates to things like information about your health or religion. You can find out more about special category personal data in the section called *What sort of information might we collect about you*. The Trust needs an additional valid legal reason to use personal information about you that is more sensitive.

You can find out more detail about why the Trust needs your information and the legal reasons for using it below:

Legal Reason: The Trust needs to use your personal information because it has to comply with **legal rules and duties**, for example:

- To comply with legal rules set by the Department for Education that require us to collect personal information about our pupils.
- To comply with laws relating to your attendance.
- To monitor and report on your progress.
- To provide appropriate care for you.
- To measure how well your academy is doing in providing you with an

education.

- To safeguard your welfare and look after you.
- To keep you safe and well. For example, to keep information about your food allergies, who to contact if there is a medical emergency and any allergies you may have.

Legal Reason: The Trust needs to use your personal information because it has a task to do that is in the **public interest** (that means it has a job to do that is in everyone's interest.), for example:

- It is necessary for us to hold and use your information in order to run the Trust, provide education and so we can look after our pupils properly. This is a task which is in the public interest because everybody needs to have an education. This means we have a real and proper reason to use your information.
- To support your learning.
- To monitor the use of the Trust's IT systems to make sure they are being used appropriately and in accordance with the Trust's rules.
- Sometimes we may need to use pupil information when we are looking into a complaint or carrying out an investigation.
- To use images, video, and audio recordings of pupils in your academy and on the academy website or our social media channels. We will only do this if it is appropriate. If necessary, we will ask for your consent first.
- To keep pupils safe and secure including through the use of our CCTV system.
- Where we need to use pupil information for reasonable Trust purposes such as obtaining insurance or asking for advice from someone outside of the Trust.

Legal reason: Where we need to protect someone's **vital interests:**

There may be very rare occasions when we need to use your personal information to protect you, or other person's, vital interests. For example, where you are seriously hurt, and we need to share personal information about you with a medical professional in an emergency.

Legal Reason: Where we need your **consent:**

In most cases, we will not need your consent to use your personal information.

However, there are a few occasions where we either need it or choose to ask for it. Where we ask for consent to use your personal information, you have the choice not to give it. Even if you do consent you can change your mind at a later date.

We will ask for consent to use your information in these sorts of circumstances:

- To share photographs (or video) of pupils with others outside the Trust such as social media, website and other marketing publications (either digitally or in print).

Using your special category personal data

Occasionally, the Trust may need to collect and use your special category personal data such as information about your health. The legal reasons for doing this include:

- **Explicit consent:** To operate the Trust systems that use your biometric information such as, to make use of the cashless catering system.
- **Vital interests:** For example, to share information about medical conditions that you may have with a doctor or hospital in the event of an incident or accident.
- **Legal Claims or Judicial Acts:** For example, where your information is needed in a legal process.
- **Reasons of Substantial Public Interest:** For example, to share information with the police or social services where this is necessary for safeguarding a pupil's welfare; or for legal and regulatory purposes such as child protection, diversity monitoring, health and safety and information about special educational needs and disability (SEND for short).
- **Health or Social Care:** For example, where it is necessary to share pupil information with a speech and language health professional.
- **Public Health:** For example, where pupil information needs to be collected and used in connection with a public vaccination programme or in response to a

pandemic such as the COVID-19 pandemic. Where this happens, the data is handled by a health professional such as a nurse or someone who the law says must keep your information confidential.

5. Do we need your consent to use your personal information?

In most cases, we won't need your consent to use your personal information. However, occasionally where we do ask for your consent, we will explain clearly what we want to do with your personal information. Usually, it will be for an activity that is not closely related to our job as a Trust, but we think would really benefit our pupils and the Trust as a whole.

If we think you will not understand what we are asking, then we will ask your parent or carer instead. Usually, we will involve your parents or carers even if you can make your own decision.

When we ask for your consent to use your personal information, here are some important things to remember:

- You have a choice whether to consent or not.
- It's okay to say "no".
- Even if you do consent you can change your mind at a later date.
- It's really easy to stop consenting to us using your information. Just email gdpr@whiteroseacademies.org or speak to your Academy Data Protection Lead (usually your Principal and/or your Academy Business Manager).
- If you choose not to provide us with your personal information, or withdraw your consent to us using your information, we may not be able to provide some of our services you have requested from us. We will let you know at the time if this is the case.
- If you decide to withdraw your consent, that doesn't mean that the Trust's use of your information before you stopped consenting is against the law.

6. Who else has access to your personal information?

We will never share your information with anyone outside the Trust without your consent unless a law says we can.

In most cases your information stays within the Trust. Sometimes, we may share your information with others outside the Trust so they can help us run the Trust, to help and support you or to use for their own purposes. For example, we may share your personal information with:

- People or organisations you (or your parent / carer) have asked us to share your personal information with or if you (or your parent / carer) have provided your consent.
- Organisations outside the Trust that help us run the Trust such as IT services and systems.
- People who are there to help you. Those people may work inside or outside the Trust, e.g. our Trust first aid personnel, Child and Adolescent Mental Health Service (CAMHS);
- Organisations and people outside the Trust that need to use your information for their own reasons. For example, external examining boards, visiting music teachers, Careers Guidance Service, the National Careers Service, the local authority, examination boards, Stage 3 complaints panels, the police, the Teaching and Regulation Authority, CAF/CASS (this stands for The Children and Family Court Advisory and Support Service).
- Government departments where a law requires the Trust to pass on information. For example, the DfE, or the tax authorities (HMRC). The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law (including data protection law) allows it.
- Your parents or main carer. In certain circumstances, before sharing information about you with your parent or carer, we will listen to your views first. We will also take family circumstances into account. If there is a court order about what information a parent or carer is allowed to have then we will also take that into account.

Sometimes the information we share with other people about you might be sensitive. This will usually be information relating to health, a medical need or special educational needs or disabilities. We share this information because these people need it in order to help and support you.

Sharing Information with Local Authorities for students aged 13+

Once our pupils reach the age of 13, the law requires us to pass on certain information to our local authority and/or the provider of youth support services in our area that has responsibilities in relation to the education or training of 13-19-year-olds.

Your parent or guardian can request that **only** your name, address and date of birth be passed on by informing your academy.

We may also share personal information about pupils aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. This right is transferred to you once you reach the age 16.

For more information about services for young people, please go to our local authority website <https://www.leeds.gov.uk/>.

Sharing information with the Department for Education (DfE)

We are required by law to share some information about our pupils with the DfE as part of legal data collections such as the school census and early years' census. Some of this information is then stored in The National Pupil Database (NPD). The NPD is owned and managed by the DfE and contains evidence on educational performance which can be used to help independent research and study.

You can find out more about the pupil information we share with the DfE, for the purpose of data collections, here <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, visit [National pupil database: user guide and supporting information - GOV.UK](#).

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England.

For more information about the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

For information about which organisations the DfE has provided pupil information please visit <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

Transferring your Personal Information to other Countries

In most cases we expect your information to stay here in the UK. However, occasionally we may need to transfer it outside the UK, for example, if one of your parents lives abroad or if you move to a new school abroad.

Some of our suppliers and service providers are located outside the UK and may see your personal information when providing us with software support, or a company which we use for carrying out surveys may handle your contact information on our behalf.

On the few occasions where we do transfer your information outside the UK, we will ensure it is protected and handled in line with data protection law. For example, we will only transfer it to a country that is officially considered to provide adequate protection for personal data or protect it by using one of the safeguarding measures available under data protection law.

If you would like more information about how we protect your personal information if it is transferred outside the UK, contact our Data Protection Officer via email on gdpr@whiteroseacademies.org. Or you can speak to the Data Protection Lead in your academy. This is normally your Principal and/or your Academy Business Manager (ABM).

Automated Decision-Making and profiling

Automated decision-making takes place when an electronic system (i.e., computer software) uses personal information to make decisions about a person without a human being involved. Profiling is a type of automated decision-making that involves

collecting various pieces of information about a person in order to make decisions or predictions about that person (for example, how that person may behave or what their preferences are).

We are allowed to use automated decision-making (including profiling) in the following circumstances:

1. Where we have told you about the decision and given you 21 days so that you can ask us to reconsider that decision.
2. Where we have a contract with you or your parents or carers (but appropriate measures must be in place to protect your own rights).
3. In limited circumstances, where you have given us your consent in writing (but appropriate measures must be in place to protect your own rights).

If we make an automated decision about you on the basis of any particularly sensitive personal information, we must have either your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights.

The Trust won't make decisions that will significantly affect you based solely on automated decision-making (including profiling) unless the law allows it. If ever we do this, we will always let you know.

We do not envisage that any decisions will be taken about you using automated decision making (including profiling). If that changes, we will tell you.

7. How long we keep your information?

We delete or destroy your personal information securely when the purpose for collecting it has been met and there are no other legal reasons for keeping it. In most cases we will keep your information in a pupil file until your 25th birthday unless you move to another academy, in which case, we send your file to your new academy. [We have a policy which explains how long we keep information. It is called a Data Storage, Retention and Disposal Policy and it can be found on our website here <https://www.whiteroseacademies.org/policies.>]

8. Your data protection legal rights

The law says you have these legal rights about your personal information:

- **Your right of access to your information**
 - You can ask us for a copy of your personal information. This right always applies. There are some exceptions which means you may not always be entitled to a copy of all of your personal information that we hold.

- **Your right to rectification**
 - You can ask us to correct any information we have about you if you think it is wrong. You can also ask us complete information if you think it's incomplete. This legal right always applies.

- **Your right of erasure**
 - You can ask us to erase information about you in some circumstances although we may have good reasons why we cannot do this.

- **Your right to restrict our use of your information**
 - You can ask us to limit what we are doing with your information. This right only applies in certain circumstances.

- **Your right to object**
 - You can object to what we are doing with your information. This right only applies in certain circumstances.

- **Your right to withdraw consent**
 - You can withdraw your consent to the processing of your personal data, if we are processing it on the basis of your consent.

- **Your right to data portability**
 - You can ask us to transfer your information to another organisation in a format that makes it easy for them to use. This right only applies in certain circumstances.

If you want to exercise your legal rights, contact our Data Protection Officer via email on gdpr@whiteroseacademies.org. Or you can speak to the Data Protection Lead in your academy. This is normally your Principal and/or your Academy Business Manager (ABM). In most cases we have one month to respond to you.

You can find out more information about your legal rights in our Data Protection Policy which can be found on our Policies Page on the White Rose Academies Trust website <https://www.whiteroseacademies.org/policies>.

9. Your right to complain

The academy has exceptionally high standards when it comes to your personal information. If we fail to meet those standards, contact our Data Protection Officer via email on gdpr@whiteroseacademies.org. Or you can speak to the Data Protection Lead in your academy. This is normally your Principal and/or your Academy Business Manager (ABM).

If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

10. Cookies

This section applies to a situation in which you are using parts of the Trust's website <https://www.whiteroseacademies.org/>.

Cookies are small text files that are downloaded and sometimes stored on your device when you visit a website. Cookies are often used in order to make a website work but may also be used to provide information to the owners of the website, and help users to navigate the website more effectively.

Cookies help us make the website better for you and for others. Our site uses cookies in order to provide you with some of our content, to keep you logged in as you use our website, to help you navigate our website, to monitor the website's performance. Some of this information is shared with other companies.

Please see our Terms of Use pages on our websites to learn more about how we use cookies and how to opt out of using them:

<https://www.whiteroseacademies.org/aboutthissite>

<https://www.leedscityacademy.org.uk/legal/>

<https://leedseastacademy.org.uk/legal/>

<https://www.leedswestacademy.org.uk/legal/>

11. Links to other Websites

Our website contains some links to websites of other organisations. We do not control these websites and this Privacy Notice does not cover how those other organisations use your personal information. When you leave our website, we recommend that you read the Privacy Notice of the other websites you are visiting.

12. Changes to our Privacy Notice

We will update and change this Privacy Notice from time to time to keep it up to date and accurate. So, please check back to look for changes. If we make a big change then we will let you know, usually by email.