



Helping people living in extraordinary circumstances to live ordinary lives

Kingsley Learning Foundation Trust

Privacy Notice for Pupils

Chair Signature: *DWithers*

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1. What is Personal Data?

Personal data is information about you. This is information that could potentially identify you.

- Your information, including your name, address and date of birth
- Your school grades and records
- Safeguarding information
- Medical information
- Attendance records
- Photographs and CCTV
- Information about your home life.

2. Why does the school need this information?

We have a duty of care under the law to you.

The law states that we need this information to know who is attending the school and to provide you with an education. It is important for the school to keep you safe and hold this information to enable us to do this.

3. Who does the school share your data with?

It is important for us to share some of this information with the Police, the NHS and exam boards. We must also share this information with the local authority. We share information with other schools and colleges you may wish to attend for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

4. Where does the school keep this data?

We keep this data within the school, in a large manner of ways. This could be in files under lock and key or on a computer with strong security.

5. How long does the school keep this data for?

We often review our files to ensure we are only holding the documents we need. Once you leave the school, we may be required to keep some information about you.

6. Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the Trust Executive Finance Officer (EFO). If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. If you have any questions about how we handle your personal information which cannot be resolved by the Trust EFO, please contact the Data Protection Officer (DPO) on the details below:

Data Protection Officer: Ruth Hawker, Data Protection Officer, Plumsun Ltd www.plumsun.com.

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>