



# **Pupil Privacy Notice - Key Information for Older Pupils**

**Secondary phase: Year 7 and above**

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**E-ACT**

May 2018



## Privacy Notice for Older Pupils (Year 7 and above) - Key Information

This notice contains the key information about **how** and **why** we collect your personal information and **what** we do with that information. We refer to Shenley Academy as the Academy in this notice.

The Academy is part of E-ACT (the **Trust**). The Trust operates the Academy and is ultimately responsible for how the Academy handles your personal information.

Personal information is information that identifies you and relates to you. For example, information about how well you are doing at the Academy and any information that we need to take care of you. Photographs and videos of you also count as your personal information.

We encourage you to read the full version of our pupil privacy notice which is published on the Academy's website and can be found here: <http://www.e-act.org.uk/privacy-notices>. You can also obtain a copy of the full privacy notice by asking your parents or carers to contact the Academy or by speaking to your form tutor.

The full version includes additional points, such as:

- the rights you have in your information including what decisions you can make about your information;
- for how long the Academy retains your personal information; and
- our legal grounds for using your personal information.

Our primary reason for using your personal information is to provide you with an education.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- Admissions forms give us lots of personal information. We get information from you, your parents or carers, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.
- We may need to report some of your information to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the Academy, if you leave the Academy or let them know if we have any concerns about your welfare.

- We will share your academic and (where fair) your behaviour records with your parents or carers so they can support your education.
- We may use photographs or videos of you for the Academy's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the Academy. We may continue to use these photographs and videos after you have left the Academy. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We use CCTV to make sure the Academy site is safe. CCTV is not used in private areas such as changing rooms.
- We will send you information to keep you up to date with what is happening at the Academy. For example, by sending you information about events and activities taking place (including fundraising events) and the Academy newsletter.
- We may keep details of your address when you leave so we can send you any alumni communication and find out how you are getting on. We may also pass your details onto any alumni organisation which the Academy introduces.

You have the following rights regarding your information:

- Rectification of information held;
- Access to information held;
- Deletion of information in certain circumstances;
- Portability - the transfer of information to you or a third party;
- Restriction of use of information; and
- The right to object to the use of information in certain circumstances.

These rights are explained in more detail in the full privacy notice.

If you have any questions about how we use your personal information, please speak to your form tutor. Alternatively, you can speak to your parents or carers who will talk to us on your behalf.

The Data Protection Officer (DPO) is the person responsible for managing how the Trust looks after personal information. The Data Protection Officer can answer any questions which you may have about how we use your personal data. They can be contacted on [DPO@E-ACT.org.uk](mailto:DPO@E-ACT.org.uk).