

Privacy Notice

for Pupils and Students

How we use your personal information

The Apollo Partnership Trust (registered office c/o Castle Rock High School, Meadow Lane, Coalville, Leicestershire LE67 4BR) is the Data Controller for the purposes of the Data Protection Act 1998 and General Data Protection Regulations 2018 (GDPR). Guided by these acts, we offer protection for individuals, but share data when it is required by law or is beneficial to the individual. Under data protection law, individuals have a right to be informed about how the Trust and its schools uses any personal data that we hold about them.

For the contact details of the Trust Data Protection Officer (DPO) please see our Data Protection page on www.apollopartnershiptrust.uk.

1.0 The Personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government. This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

2.0 Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents/carers when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

3.0 The legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents / carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)
- Where we have got permission to use your data, your parents / carers may withdraw this at any time. If you are over the age of 13 you will also have the right to provide and withdraw your own consent. We will make this clear when we ask for permission and explain how to go about withdrawing consent. Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

4.0 Collecting this information

While in most cases you, or your parents / carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

5.0 Storing this information

Personal data is stored in line with our Data Protection Policy and Records Retention and Disposal Schedule. We will keep personal information about you while you are a student or pupil at our school. We may also keep parts of this after you have left the school, where we are required to by law, have other legitimate reasons, or your consent.

6.0 Who we share this information with

We do not share personal information about you with anyone outside of the school without permission from you or your parents / carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our Local Authority – to meet our legal obligations to share certain information with it, such as concerns about pupils'/students' safety and exclusions
- Relevant Government departments (e.g. the Department for Education)
- Your family or representatives
- Educators and examining bodies
- Our regulator (Ofsted)
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

7.0 National Pupil Database

We have to provide information about you to the Department for Education (a government department). Some of this information is stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how well schools are doing. The database is held electronically so it can easily be analysed. The information it holds is collected securely from schools, local authorities, exam boards and others. The Department for Education may share information from the database with other organisations which promote children's education or

wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data. You can find more information about this on the Department for Education’s webpage on how it collects and shares research data. You can also contact the Department for Education if you have any questions about the database.

8.0 Youth support services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to our Local Authority and Youth Support Services provider, as it has legal responsibilities regarding the education or training of 13-19 year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers. Your parents / carers, or you once aged 13 or over, can contact our Data Protection Officer to request that we only pass the individual’s name, address and date of birth to our Local Authority and Youth Support Services provider.

9.0 Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

10.0 Your obligations to us

During your time at school you are required to follow all our rules and policies that help protect your personal data, and that of others. Two important documents that you must be aware of and follow are:

- IT Acceptable Use Policy
- Home-school Agreements

11.0 Your rights

Individuals, which refers to your parents / carers – or yourself, when you are 13 or older – have a right to make a ‘subject access request’ to gain access to personal information that we hold about you. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be sent electronically to another organisation in certain circumstances. Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

12.0 Complaints

If you have a concern about the way we are collecting or using your personal data, or if you think any of the data that we hold on you is incorrect, misleading or inappropriate, we ask that you raise your concern with the Trust's DPO.

Alternatively, you can contact the Information Commissioner's Office at ico.org.uk/concerns/

13.0 Further information

13.1 If you would like to discuss anything in this privacy notice, please contact the Trust's Data Protection Officer, dpo@apollopartnershiptrust.uk