



Data Protection - Privacy Notice (

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about you. We are providing you with this privacy notice to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Wade Deacon Trust (C/O Wade Deacon High School, Birchfield) are the 'data controller' for the purposes of data protection law.

The personal data we hold

formation where, in some cases, we may also use your personal information

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- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/careers may withdraw this at any time. 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 are also covered by one or more of the following grounds which mean we can use your data:

grounds which justify the Trust's use of your data:

Call us if you have any questions

While in most cases we will only use your personal information where you have given us your consent, there are some occasions where 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.

How we store this data

As a pupil at our school, we may also keep records about you. We will keep personal information about you while you are at school, where we are required to by law.

We have a record retention policy. If you would like a copy of the record retention policy, this is available from the Trust/School website.

Data sharing

We do not share personal information about you with anyone outside of our school, unless we are required to do so by law or you, your parents/careers, or we are aware of our duties to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions.
- The Department for Education (a government department).
- Your family and representatives.
- Educational examining bodies.
- Educational research organisations – provided that they can provide the services we have contracted them to provide.
- Financial institutions.
- Central and local government auditors.
- Health authorities.
- Security organisations.
- Health and social welfare organisations.
- Professional advisers and experts.
- Charities and voluntary organisations.

- Police forces, courts, tribunals
- Professional bodies

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When you are in school, we will use the data provided in the Department for Education's research database to help us understand how schools are performing. This information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This in turn supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education also works with other organisations to help us understand how schools are performing. These organisations must agree to strict terms and conditions about how they will use your data.

For more information, see the Department's page on how it collects and shares research data. You can also contact the Department for Education with any further questions about the database.

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Youth support services

Local Authorities (LAs) are responsible for providing education and training for 17-19 year olds. This enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents or carers of 16-17 year olds must provide their data protection officer to register their child's name, address and date of birth to the Local Authority.

Transferring data internationally

Where we share data with an organisation that is based outside of the UK, we will protect your data by following data protection law.

Your rights

You can find out if we hold any personal information about you and how we use it by contacting our data protection officer. You can also contact our data protection officer if you have any concerns about how we use your data.

- 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 get it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Tell you if we are using your data to make any automated decisions or decisions being taken by computer or machine rather than by people
- Give you a copy of the information

You may also choose to send your personal information to another organisation electronically in certain circumstances.

If you would like to make a request please contact our data protection officer.

Your other rights over your data

You have the right to:

- Stop us using your data for direct marketing purposes (we will still use your data to improve our services)
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it removed if it is no longer needed for the purpose of it

We take any complaints about how we collect and use our personal data very seriously, so please let us know if you think we've done something wrong.

Our Data Protection Officer is responsible for handling your data protection queries.

Our Data Protection Officer's contact details are as follows:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Resolutions

If you have a complaint about how we use your data, you can contact our Data Protection Officer. If you are not satisfied with our response, you can contact the Information Commissioner's Office (ICO) to help resolve your complaint.

Nick Holden

NexusProtect Ltd

Telephone: 08454 631072

Email: governance@nexus-global.co.uk