# Our Rock Academy

# Privacy Notice for Pupils and Parents/Carers

### Introduction

Our Rock Academy is committed to protecting the privacy of our pupils, parents and carers. This Privacy Notice explains how we collect, use and protect personal information and outlines your rights under UK data protection law.

The school is the **Data Controller** for the personal information it holds.

### What information do we collect?

We collect personal information needed to educate, support and safeguard pupils. This may include:

- personal and contact details;
- attendance and assessment records;
- Education, Health and Care Plan (EHCP) information;
- medical and dietary information;
- safeguarding and wellbeing records;
- behaviour and pastoral information;
- photographs where appropriate; and
- emergency contact details.

We also collect information about parents and carers to enable us to communicate effectively and meet our legal responsibilities.

### Why do we use this information?

We use personal information to:

- provide education and pastoral support;
- safeguard and promote the welfare of pupils;
- meet our legal duties;
- communicate with parents and carers;
- support pupils with SEND;
- administer admissions, attendance and assessments; and
- ensure the safe and effective operation of the school.

Where consent is required, we will ask for it separately.

## Who do we share information with?

We only share information where there is a lawful reason to do so.

This may include local authorities, the Department for Education, health professionals, social care, examination awarding organisations, other schools when pupils transfer, and organisations providing services on behalf of the school.

Information may also be shared without consent where required to safeguard a child or comply with the law.

## How do we keep information secure?

We take appropriate steps to keep personal information safe. Information is stored securely, access is restricted to authorised staff and all employees receive training in confidentiality and data protection.

## How long do we keep information?

We only keep personal information for as long as necessary to meet legal, educational and operational requirements. When information is no longer required, it is securely destroyed in accordance with the school's Records Management and Retention Policy.

## Your rights

You have the right to:

- know how your information is used;
- request access to personal information;
- ask us to correct inaccurate information;
- request deletion or restriction of information where the law allows; and
- make a complaint if you are unhappy with how your information has been handled.

Requests should be made to the Headteacher.

## Further Information

If you have any questions about this Privacy Notice or how the school processes personal information, please contact the Headteacher.

Our Data Protection Officer is Michelle Homer. She can be contacted at michelle.homer@ourrockacademy.co.uk

If you remain dissatisfied, you may complain to the Information Commissioner's Office (ICO).