



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 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/carers 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 we have 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 else, unless we are allowed to do so by law, or you, your parents/carers, 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 your personal 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.
- External examining bodies.
- External agencies and service providers – to ensure 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 service providers.
- Charities and voluntary organisations.

- Police forces, courts, tribunals
- Professional bodies

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When we do this, we will use the data provided in the Department for Education's research data set to help us understand

Some of 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 and promote children's education or wellbeing in England. 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.

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

When 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

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You can find out if we hold any personal information about you and how we use it by making a 'subject access' request.

- 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 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 (decisions being taken by a computer or machine rather than by a person)
- 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 from using your data for direct marketing purposes (we will still use your data to run our business)
- 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.

How to raise a concern

All concerns should be raised with the Information Governance Officer (IG Officer) at NexusProtect Ltd

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: igofficer@nexusprotect.com

SK9 5AF

Resolutions

If you are not satisfied with the way we have handled your concern, you can refer the matter to the Information Commissioner's Office (ICO)

ICO website: <https://ico.org.uk> or call 01625 544700

Nick Holden

NexusProtect Ltd

Telephone: 08454 631072

Email: governance@nexus-global.co.uk