



Child-friendly Privacy Notice

Privacy notice – how the school uses pupil information

What is a privacy notice?

There is a law that keeps your information safe – things like your address, date of birth and phone number. The school and other people collect and use information for all kinds of reasons, and the law tells them exactly what they are allowed to do with information that belongs to you.



We collect some information about our pupils, like you. It's our job to tell you how we collect the information, how we record it and how we use it.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

- **Data controller:** This person (or group of people, like a school) is in charge of the information we collect.
- **Data processor:** This person processes information for us.
- **Data protection officer (DPO):** This person makes sure we do everything the law says. The school's DPO is **David Cowell**
- **Personal data:** This means any information that can be used to identify you, such as your address and date of birth.
- **Special category data:** This is personal data that needs more protection because it is sensitive.

Who looks after your information?

The school is the data controller of the personal information you give to us – we look at how and why your information is collected and used.

Sometimes the school has to give your information to other people, such as the Local Authority, but we will only give away your information when you say it is ok or when we have a lawful reason to do so. When we give your data to someone else, they must look after it and keep it safe.

What information do we collect and use?

The categories of information that the school collects and uses include the following:

- **Personal information that can identify you** – this includes information like your name, contact details and address
- **Characteristics** – this includes information like what language you speak and your ethnicity
- **Safeguarding information** – this includes important information that helps us to keep you safe from harm
- **Special educational needs and disabilities** – this includes information about any additional needs you have that we need to support you with

- **Medical information** – this includes information about your health and any medical conditions you have that we need to know about to keep you safe
- **Attendance information** – this includes information about your attendance at school, how many times you have missed school, and why you could not come to school
- **Your assessment information** – this includes information about any exams and survey you take at school and other qualifications you gain
- **Behavioural information** – this includes information about any time you have been excluded from school and why, logs on positive and negative behaviour and times you may have been positively handled by staff

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To support your learning
- To monitor and report on your progress
- To provide appropriate support for your needs
- To assess the quality of our service
- To comply with the law regarding data sharing
- To keep you safe

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data.

How do we collect your information?

These are the ways we collect your information:

- School registration forms
- Information you and your family provide us in review meeting, the induction process and updates
- Information sent from your old school (sometimes called a common transfer file)

Collecting and using your information is really important to make sure the school can run properly. You must give us most of the information we need, but there is some information that you can choose whether to give it to us. We will let you know when we collect your information whether you need to provide the information to us or if you have a choice.

How long will we keep your information and how do we keep it safe?

We do not keep your information forever, only for as long as we need it. We have rules that tell us when to keep it and when we should safely delete it. You can ask us for these details if you want to.

We also have rules in place to make sure we keep your information safe for example it may be locked away or in password protected files.

Will your information be shared?

We normally share your information with:

- The local authority (LA) – this is the local government who helps the school
- The Department for Education (DfE) – this is the part of the government in charge of education
- Schools that you go to after leaving us
- Youth support services
- Other agencies who support your needs alongside us e.g social workers or health practitioners.

Why do we share your information?

We do not share your information with anyone without your permission, unless the law and our rules say we can or should.

What are your rights?

You and your parents or legal guardians have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to remove information when it is not needed anymore.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed.
- Say no to direct marketing (people trying to sell you things).
- Stop people using your information for scientific, research or statistical purposes.

If you want to request for us to give you a copy of the information we hold about you, or if you want access to the information that we hold, you can contact David Cowell, who is the schools Data Protection Officer (DPO) at the school and they will be able to help you.

You also have the right **not** to be subject to decisions based purely on automated processing. This means that we will not make important decisions about you and your education based only on what a computer tells us. We will always think carefully about these decisions to make sure you are treated fairly.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we get and use your information, you can speak to David Cowell at the school or the Senior Responsible Individual, who will be able to help you and answer any questions that you have. If you want to speak to somebody not at the school, you can contact the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their live chat which can be accessed through this link: <https://ico.org.uk/global/contact-us/live-chat>

If you're not happy with how we have handled your data

If for any reason you're not happy with the way we have handled your data, you can tell us at any time, even if you're not sure whether your data has been handled incorrectly. Contact David Cowell or the Senior Responsible Person at the school as soon as you think something is wrong, and they will be able to help you. Remember, we want to make sure that everyone's choices are respected and their data is handled properly – if you're not happy or think something has gone wrong, it is important you let us know as soon as possible.

Would you like to know more?

If you or your parents would like to find out more information about how we, use and store your personal information, please visit our website www.alpschools.org and download the data protection policy

Will you need to read this again?

Sometimes we need to change this privacy notice, so it is important that you take a look every now and then to make sure you are happy with it.

The last time we changed this privacy notice was November 7th 2025.

Four important things to understand

Now you have read this, we hope you understand that:

- The law allows us to get and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.

If you have any questions, **David Cowell** will be happy to help you.