Waterton
Academy Trust

Pupil Privacy Notice – How we use your personal information



watertonacademytrust.org

What does personal information mean?

Personal information (also called personal data or PII) is any information that helps someone to recognise who you are. This can include your name, date of birth, home address, or contact details. It also includes photographs, videos, or anything that shows what you look or sound like. Even things like what you search for online or websites you visit can count as personal information.

Who protects my information and what are my rights?

In the UK, there is an organisation called the Information Commissioner's Office (ICO). They make sure organisations like your school follow rules that protect your personal data. Your school works with the Data Protection Officer (DPO) for Waterton Academy Trust to help keep your information safe.

The law that sets out these rules is called the Data Protection Act 2018. If organisations don't follow these rules, the ICO can ask them to change what they're doing or even stop using personal information altogether.

How can I find out more about how my data is used?

Schools and other organisations write down how they use personal information in documents called privacy notices (like this one). You can usually find them on the school's website or ask a teacher or parent to help you read it.

Why does my school collect my information?

Your school and the Waterton Academy Trust need certain information to help you learn, to keep you safe, and to support your development. For example, they use it to make sure your work is at the right level, to contact someone if you are unwell, and to understand how to best help you at school.

What information does the school collect?

The school may collect:

- Your name, address, and contact details
- Date of birth and gender
- School records, including test results and attendance
- Photos or videos of you
- Any special needs or health conditions

All this information helps your school support you in the best way it can.

How does my school keep my information safe?

Your school uses special systems to make sure your information stays safe. Only people who need to see your information can access it, like your teachers or certain staff. They follow strict rules and use secure systems like passwords and locks to protect your data.

Will my information be shared with anyone else?

Sometimes, your school has to share your information with trusted people or organisations, like exam boards or the local council. They only share what is needed and always make sure your information is protected.

How long does the school keep my information?

The school keeps your information only for as long as it is needed, depending on legal rules. Once it's no longer needed, your information is safely deleted or destroyed.

What are my rights?

You have rights over your personal information. These help you understand and have control over how your data is used. Your rights include:

- **The right to see your information** – you can ask to see what the school knows about you.
- **The right to correct information** – if something is wrong, you can ask for it to be fixed.
- **The right to ask for your information to be deleted** – in some cases, you can ask us to delete information.
- **The right to say no** – you can ask the school not to use your information in certain ways.
- **The right to limit use** – you can ask the school to use less of your information for a while.
- **The right to ask for a copy of your information** – in some cases, you can ask to take your information somewhere else.
- **The right to complain** – you can tell someone if you think your data is not being handled properly.

If you are unsure about anything in this notice or if you're worried about how your information is being used, speak to a teacher or your parent or carer. You can also contact our Data Protection Officer (DPO), who is here to help with questions about your personal information.

Contact:
Mr Berry (DPO)
Centre For Excellence, Walton Primary Academy, The Grove, Wakefield, WF2 6LD
Telephone: 01924 240767
Email: dataprotection@watertonacademytrust.org

Document Detail	
Document Name:	Pupil Privacy Notice
Version:	2
Chief Officer Signature:	
Effective From:	
Approved by:	ELT
Approval meeting reference:	
Next Review Date:	01/07/2027

Version Control

Version	Date	Author	Change /Reference
2	01/07/25	M Berry	Minor formatting and update of DPO details