



Helping people living in extraordinary circumstances to live ordinary lives

Kingsley Learning Foundation Trust

Privacy Notice for Pupils

Chair Signature: *DWithers*

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1. What is Personal Data?

1.1. Personal data is information about you. This is information that could potentially identify you:

- ✓ Your information, including your name, address and date of birth
- ✓ Your school grades and records
- ✓ Safeguarding information
- ✓ Medical information
- ✓ Attendance records
- ✓ Photographs and CCTV
- ✓ Information about your home life.

2. Why does the school need this information?

2.1. We have a duty of care under the law to you.

2.2. The laws that we follow to protect your personal data are:

- ⚖️ UK General Data Protection Regulation (UK GDPR)
- ⚖️ Data Protection Act 2018
- ⚖️ Data (Use and Access) Act 2025

2.3. The law states that we need this information to know who is attending the school and to provide you with an education. It is important for the school to keep you safe and hold this information to enable us to do this.

3. Who does the school share your data with?

3.1. It is important for us to share some of this information with the Police, the NHS and exam boards. We must also share this information with the local authority. We share information with other schools and colleges you may wish to attend for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

4. Where does the school keep this data?

4.1. We keep this data within the school, in a large manner of ways. This could be in files under lock and key or on a computer with strong security.

5. How long does the school keep this data for?

5.1. We often review our files to ensure we are only holding the documents we need. Once you leave the school, we may be required to keep some information about you.

6. Requesting access to your personal data

6.1. Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, please contact the Trust Executive Finance Officer (EFO).

7. How to raise a concern

- 7.1. You can raise any concerns you may have about the handling of your information at any time with the Trust's Executive Finance Officer or by speaking to a member of staff (please refer to our Data Protection Complaints Policy).
- 7.2. You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues by reporting a concern online at:
<https://ico.org.uk/concerns/>