

## How we use your personal data

### Who is United Learning

Your school is part of a group of schools called United Learning.

### What is this document about?

- This is letting you know why, where, when and how United Learning use data about you as a pupil.
- The person in charge of this for United Learning is called the Data Protection Officer.
- Speak to a teacher, or an adult, that you know from your school if you want to know more about that person and what they do or if you would like to ask them a question.

### What sort of data do we keep?

- Your name and how we get in touch with your parents, guardians or carers.
- Your pupil number
- Your home address, phone numbers and email addresses
- Things that help us to help you:
  - The country where you were born
  - Your nationality
  - The language that you use
  - The culture and religion that you share with your family
  - If you have free or paid school meals
  - How often you are in school and if you are away a lot of the time
  - If you need to take any medicines or must not eat or touch some things
  - If you get or need any extra help with things
  - Any trouble you have been in and what happened about it.
  - Assessment results
  - Attendance data
  - Photographs or videos of you.

### We need to use your data to:

- Help you to learn
- Help people learn more about your school
- Make sure you are getting on as well as you can
- Keep you and your friends safe in school
- Make sure we are doing a good job in teaching you

## It's the law

- We might use images of you to help people learn about your school or United Learning. We will ask for your parents' or carer's permission before we do, and we will ask if you are happy to be included each time we take photographs or videos.
- There is a law called '*The General Data Protection Regulation (GDPR)*' that means United Learning can only use your data in ways that you know about.
- We can use your personal data because we are educating you, which means that we are carrying out a task that is in the public interest.

## How long do we keep your data?

- United Learning has rules about how long we will keep data.
- These rules make sure that data is there so that, when you go to other schools, United Learning can give real data to you or other people who need see it.
- United Learning's rules make sure that your data is as safe as it can be.
- United Learning can only keep your data for as long as it may be needed

## Who can see your data?

Your data is only shared with other people who need to see it. We will share your data with:

- People within United Learning
- Schools or Academies that you go to after this one
- People in charge of schools in your part of the country
- People in the UK Government
- Hospitals and doctors if you need help
- People who help us to teach or look after you, but you will know who they are and what data they can see.
- We use your information to give you access to websites and learning apps that will help you to learn better

## Why do we share your data?

- UK law says we must share your data with the UK Government
- It is used by UK Government to work out how much money United Learning needs to run academies
- Make sure we are teaching you the right things at the right time

- Keep track of what United Learning is doing all around the country in all the academies

### **You and your personal data**

- If you think that you need to see the data that United Learning is keeping about you, speak to a teacher or an adult that you know at school.
- They will help you to find out what you need to do to see your personal data.