

Child-friendly GDPR Privacy Notice

What is a Privacy Notice?

A Privacy Notice tells you how we use your personal information, so you know what happens to it when people share it with us. You might want to ask an adult to help you read this, as some parts can be confusing.

What's this about?

There is a law that helps keep your information safe. This includes things like your name, address, date of birth and phone number. Schools and other organisations collect information for different reasons, and the law tells them how they are allowed to use it.

We collect some information about our students, like you. It's our job to explain:

- what information we collect
- how we record it
- how we use it

Who looks after your information?

The Trust (IET) is responsible for looking after your personal information. This means we decide how and why your information is collected and used, and we must keep it safe.

Why do we collect and use your information?

We only collect your information when we need it to help us do our job or to follow the law. We use it to:

- support your learning
- monitor and report on your progress
- provide the right support for you
- check how well our services are working
- share information when the law says we must

What information do we collect?

The information we collect may include:

- your personal details (such as name and date of birth)
- your characteristics
- attendance information
- assessment information

- some medical information
- special educational needs information
- behaviour information
- photographs and videos

Do you have to give us your information?

Some information must be given to us so we can do our job properly. Other information is optional.

If we ask for information you do not have to give, we will explain why we want it and ask for permission first. You can say no, and that is okay.

How long will we keep your information?

We don't keep your information forever. We only keep it for as long as we need it to do what it was collected for.

Will your information be shared?

We won't share your information without permission, unless the law says we can or must. This may include sharing information with people like the government or health services who help look after children.

What are your rights?

You and your parents or carers have the right to:

- know how we use your information
- see the information we hold about you
- ask us to fix information that is wrong
- ask for information to be removed when it's no longer needed
- ask us to only use your information in certain ways
- tell us you don't want your information to be used

If the information is optional, you can change your mind and ask us to stop collecting it at any time.

If you are worried about how we use your information, you can talk to a teacher at the academy. If you want to speak to someone outside the school, you can contact the Information Commissioner's Office (ICO) on 0303 123 1113.

Would you like to know more?

If you or your parents would like more information about how we or the Department for Education (DfE) collect and use personal information, please visit our website:

<https://www.isleeducationtrust.co.uk>