

Pupil Privacy Notice

1. Who We Are

We are West Norfolk Academies Trust. We look after information about you so we can help you learn and keep you safe. This means we are responsible for how your information is used.

2. What Information We Collect About You

We may collect:

- your name, address, and date of birth
- your attendance and behaviour
- your school work and test results
- information about your health (like allergies)
- information to help keep you safe
- photos or videos (only if allowed)
- information from school computers and online learning

We get most information from you, your parents or carers, your teachers, and sometimes other organisations like the NHS.

3. Why We Use Your Information

We use your information to:

- help you learn
- keep you safe
- check how you are doing in school
- contact your parents or carers
- run school clubs, trips, and activities
- meet the law and government requirements

Our legal reasons (lawful bases)

The law says we must have a good reason to use your information. Our reasons include:

- helping you learn
- keeping you safe
- doing what the law tells schools to do
- using information when your parent or carer has said yes (like photos)

4. Who We Share Your Information With

We may share information with:

- your parents or carers
- teachers and school staff
- the local authority
- the Department for Education
- the NHS (like school nurses)
- exam boards
- online learning systems
- other schools if you move

We only share what we need to.

We do **not** send your information to other countries.

5. How Long We Keep Your Information

We keep your information while you are at school and for some time after, depending on the type of record. Some things, like safeguarding information, must be kept longer by law.

6. Your Rights

You can:

- ask to see the information we have about you
- ask us to correct anything that is wrong
- ask us to delete information (sometimes)
- tell us if you are worried about how your information is used

We do **not** make decisions about you using computers without a person involved.

If you want to use your rights, speak to a teacher or your parent/carer.

7. Contact Us

If you have questions, you or your parent/carer can contact our:

Data Protection Officer

West Norfolk Academies Trust Email: dpo@westnorfolkacademiestrust.co.uk