

## **Privacy Notice – Pupils over 12 Years**

### **Why are we giving this to you?**

As your school we need to use information about you. We do this for several reasons. This document tells you what information we use about you and why we use it. It is particularly important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher or speak to your parents or carers and ask them to contact our Data Protection Lead within the school, Sharon Dhesi. Watermelon Independent Schools wants you to feel free to raise any questions at all.

We also have a person called the Data Protection Officer for the school. They provide advice and guidance to the school and can answer any questions you have about what the school does with your information. If you, your parents or carers would like to speak to the Data Protection Officer, then you can do so. Our nominated Data Protection Officer is the School DPO Service and is contactable via email [sharon@watermelonschools.com](mailto:sharon@watermelonschools.com) or via post at:

Sharon Dhesi  
2 Avenue Close  
Birmingham  
B7 4NU

### **What is a Privacy Notice?**

A Privacy Notice sets out to individuals how we use any personal data that we hold about them. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. Under data protection law we are required to publish this data. We comply with individuals’ right to be informed about how the school uses any personal data by providing ‘privacy notices’. This Privacy Notice explains how we process (collect, store, use and share) personal data about our pupils.

### **What personal data do we use about you?**

We will collect, hold, share and otherwise use the following personal data about you:

- Name, address and date of birth
- Telephone and email contact details
- Assessment information
- Details of previous/future schools or educational settings
- Unique pupil number
- Behavioural information
- Country of birth, Nationality and language
- Attendance information
- Photographs

We will also collect, hold, share and otherwise use some information about you which is “special category personal data” and we will take extra care to make sure that this is kept safe:

- Racial or ethnic origin
- Religious beliefs
- Special educational needs and disability information
- Medical / health information
- Dietary requirements
- Information relating to keeping you safe

### **Why do we use special category personal data?**

We may need to use the information about you which is special where there is a specific interest to do so for example health and social care purposes or to provide you with equal opportunities and treatment. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

### **Where do we get this information from?**

We get this information from:

- You
- Your parents or guardians, and other children's parents or guardians
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

### **Why do we use this information?**

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you through this
- To make sure that we are able to address and support any educational, health or social needs you may have
- To make sure everyone is treated fairly and equally
- To keep you and everyone at the school safe and secure
- To deal with emergencies involving you
- To celebrate your achievements
- To provide reports and additional information to your parents or carers.

Some of these things we have to do by law. Other things we do because we need to so that we can run the school.

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our website or in the newspaper. Before we do these things, we will ask you and/or, if necessary, your parents/carers for permission.

### **How long will we hold information in relation to our pupils?**

We will hold information relating to you while you are attending our school. We may also keep it beyond your attendance at our school if this is necessary in order to comply with our legal obligations (the law). Should you leave the school, we will usually pass your information to your new school or educational setting.

### **Who will we share your information with?**

We do not share information about you with any third party without consent (permission) unless the law and

our policies allow us to do so. We may give information about you to:

- Other schools or educational institutions you may attend or require support from or Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and/or Education Skills Funding Agency (EFSA) as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors
- Youth support services - Once you reach the age of 13, we are legally required to pass on certain information about our students to organisations such as Prospects Services who operate on behalf of Warwickshire Country Council. Prospects Services has legal responsibilities regarding the education or training of 13 to 19-year-olds. This information enables it to provide youth support services, post-16 education and training services, and careers advisers. Pupils once aged 16 or over can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to Prospect Services.

### **Keeping this information safe**

It is very important that only people who need to use your information can see it. The school keeps your information safe by following the procedures detailed in the Data Protection Policy for the school.

### **Your rights in relation to your information**

You can ask to see the information we hold about you. If you wish to do this you should contact your teacher, the Data Protection Officer for the school or the Data Protection Lead within the school.

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with the Headteacher or the Data Protection Officer for the school. The school does not have to meet all of your requests and we will let you know where we are unable to do so.

### **Complaints**

If you have any concerns or wish to make a complaint about data protection, please contact the school's data protection lead, Sharon Dhesi at [m.wright@millhouseschool.co.uk](mailto:m.wright@millhouseschool.co.uk) or the school's data protection officer via [xxxxxxxxx@xxxxxxxxxxxxxxxxx](mailto:xxxxxxxxx@xxxxxxxxxxxxxxxxx)

or alternatively;

School Data Protection Officer  
Warwickshire Legal services  
Warwickshire County Council  
Shire Hall  
Warwick  
CV34 4RL

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>

- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns, or would like more information about anything mentioned in this privacy notice, please contact the school's data protection lead, Sharon Dhesi at [sharon@watermelonschools.com](mailto:sharon@watermelonschools.com)

### **Review**

The content of this Privacy Notice will be reviewed July 2024.

If you are concerned about how we are using your personal data then you can speak with the Data Protection Lead or Data Protection Officer, or if necessary you or your parent or carer can contact an outside agency - the Information Commissioner's Office who could also help at [:https://ico.org.uk/concerns/](https://ico.org.uk/concerns/).

### **Contact**

If you would like to discuss anything in this privacy notice, please contact our nominated Data Protection Lead, Sharon Dhesi at [sharon@watermelonschools.com](mailto:sharon@watermelonschools.com)

### **Review**

The content of this Privacy Notice will be reviewed July 2025.