



Waterton Academy Trust – Privacy Notice – Personal Identifiable Information (PII) for Pupils

Owner:	Data Protection Team	Date: 03 August 2023
Last reviewed on:	August 2023	
Next review due by:	November 2025	

So what does personal information mean, what's this PII?

Personal data is basically any piece of information that helps **someone to know who you** are, like your full name, your birthday, your email address, your phone number, or your home address. It's not only information that's **written down**, it can also be information about what **you look like** or **sound like**, for example photos or videos that you've posted online, or your voice recordings. It can even be information about what you're interested in, like things you search for online, or the kinds of posts you click on the most on social media.

Because **personal identifiable information** takes a long time to say, once we know really well what **PII** stands for, we can use **PII** to speed things up

What's Data Protection, who is this ICO person and what's a DPO?

Ok so in London, where the King lives, there's a really important group of people that work for "the Information Commissioner's Office". It's a long title so they use ICO for short. One of the ICO's main jobs is to make sure that people, including children:



- know about and understand their data protection rights



- understand that sharing personal data can sometimes be risky



- know how to better protect their personal data



- know about the steps that organisations have to take to keep their personal data safe and secure.

The ICO makes sure that organisations follow the data protection rules which they named **Data Protection 2018**. If organisations don't follow these rules, the ICO can order them:



- to stop collecting or using personal data,



- to give better information to people about what they're doing with their personal data,



- to delete the personal data, or



- to give a copy of the personal data to the person it belongs to.

The ICO can even fine organisations which don't follow the rules.

We all share countless pieces of personal data every day so data protection law is important for all of us. It makes sure that the organisations that collect this personal data keep it safe and use it fairly.

Where can I find this information?

Organisations normally put all of this information in a document that's called a **privacy policy** (like this one and are sometimes really really really hard to read!) which you can usually find on their website.

Social media platforms and apps also use things like pop-up notices to remind you of this information at different times, so for example some information about what's happening to your data might pop up on your screen if you make changes to your account settings or if you're just about to post a photo or video.

Why does my school ask for my information?

Your school and the Trust called Waterton Academy Trust that your school is part of needs this information to know what work they should give you so it's not too hard or too easy, to know who to contact if you get hurt and also, if you're in trouble, where to find you if you're not in school. You might have heard the word safeguarding before, well



a lot of this information really helps us to know what you need and how we can help you which means we can keep you safe and happy while you're at school.

What does my school ask for?

Apart from being good and listening, we also need to know certain types of information. Here's a short list of the main bits;



personal information (such as name, address, phone numbers, who looks after you at home, a photo to help us show new teachers who's in their class)



special categories of data including characteristics information (such as gender, age, ethnic group, religious beliefs, SEND or if you need help with medicines)



enrolment information (so things like what lessons you enjoy, what lesson you need harder or easier work on, what big school you might be going to)



absence information (such as how many times you've been poorly and couldn't come to school)

Does my school share my information with anyone?

Schools have to share some types of information with the government (near where the ICO are), if your going to a new school, hospitals and doctors, the council, the Police and other important services.

Schools are what's called "legally required" to do this. So, by schools making sure they are doing what the laws say, they are making sure they are helping the best decisions for your safety and future.

Can I see a copy of my information, what if I'm not happy?

You **definitely** can see a copy and your teachers and headteacher will always do their best to explain what information we have.

If you see anything wrong, like an adult's name has changed or you have moved house then you should feel "confident" in telling us so we can change it. Don't worry, we will always check with an adult at home too to make sure we have the right spellings or your adult hasn't already asked for a change in information.

Important! As a child in the UK, you have lots of rights for your PII like making changes, saying no to certain information so long as it does not mean your school cannot keep you safe. In shops or online though it's always fine to not give your information if you don't feel safe.

Always tell your Teacher, Head Teacher or Mr Burns (that works with Mr Dickinson) if you would like to know more or if something has worried you about how we have handled your information.

Contact:

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