



Privacy Notice

We **Cherry Trees School** are a data controller for the purposes of the Data Protection Law. We collect information from you and may receive information about you from your previous school or nursery.

The personal data we hold:

- Contact details, contact preference, date of birth, identification documents.
- Results of internal assessments and externally set tests.
- Pupil and curricular records.
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs.
- Exclusion information.
- Details of any medical conditions, including physical and mental health.
- Attendance information.
- Safeguarding information.
- Details of any support received, including care packages, plans and support providers.
- Photographs.
- CCTV images captured in school.

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data:

We use this data to:

- Support pupil learning.
- Monitor and report on pupil progress.
- Provide appropriate pastoral care.
- Protect pupil welfare.
- Assess how well you school is doing.
- Comply with the law regarding data sharing.

Our legal basis for using this data:

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests.

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time, by putting your request in writing to the **Headteacher**.

The period of time this data is held:

We keep personal information about pupils while they are attending our school. Once your child leaves Cherry Trees School, all pupil records will transfer with the child to their next school, any consent forms will be destroyed safely and securely.

There maybe times when we would like to continue using photos of your child on our website or in leaflets advertising the school once your child has left Cherry Trees School, but we would obtain your consent in writing in the summer term before your child leaves.

Security:

We are committed to ensuring that your information is secure in order to prevent unauthorised access or disclosure.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

