

Absence details
Behaviour records
Behaviour management records
Academic progress

Why do we use special category personal data?

We may need to use the information about you which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes

Records of your admission to the school are kept permanently. We do this as pupils often ask us to confirm the dates that they attended the school.

Detailed information about your daily attendance is kept for three years.

Information about free school meals is kept for the current year and 6 years afterwards.

If you woul

The right to be informed

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have the following rights.

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data you can contact the school or the Data Protection Lead whoseWñBT/F1 11.04

Contact number: 0116 214 3148
Contact address: The Mead Centre, 343 Gipsy Lane, Leicester, LE4 9DD

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust and school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Limited
email address: support@gdprsentry.com
Contact number: 0113 804 2035
Contact address: Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice, please contact the Trust Data Protection Lead or the Data Protection Officer.

Concerns

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.