THE LATIMER ARTS COLLEGE

Privacy Notice for Students 2026-27

Status: Statutory

Date of review: November 2026

1. Why are we giving this to you?

The School uses information about you so that we can provide your education, look after your wellbeing and keep you safe. This notice explains what information we use, why we use it, who we may share it with and the rights you have.

If you have questions, you can speak to a member of staff or ask your parent/carer to contact the School. You can also contact the Data Protection Officer directly; you do not have to ask a parent/carer to do this for you.

Data Protection Officer: Lisa Fleckney Email: lfleckney@latimer.org.uk. Telephone: 01536 720300.

2. Who is responsible for your information?

The School is responsible for deciding how and why your personal information is used (this is called being the data controller). We follow the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other relevant laws, as amended by the Data (Use and Access) Act 2025.

Personal data means information that identifies you or could identify you. Using, storing, sharing or changing personal data is called processing.

3. What information do we use about you?

We may collect and use the following types of information, where relevant to your education and care:

Your name, address, date of birth, contact details, unique pupil number, nationality, country of birth and language(s).

Information about your parents/carers, family and emergency contacts.

Details of your previous and next schools, admissions and education history.

Attendance, punctuality, assessment, examination, progress, qualifications and learning information.

Behaviour, exclusions, safeguarding, pastoral support and welfare information.

Special educational needs and disability information, support plans and information about access arrangements.

Medical, health, mental health, medication, allergies and dietary information needed to support you.

Free school meal and Pupil Premium eligibility, and other information relevant to support or funding.

Photographs, video recordings, CCTV images and, where relevant, audio or other security records.

Information about your use of School IT systems, accounts, devices, networks and online learning services, including filtering and monitoring records where these systems are used.

Information about race or ethnic origin, religion or belief, biometric or genetic data, and other special category information where the School has a lawful reason to use it.

Information about criminal offences or alleged offences where this is necessary for safeguarding, safety or another lawful school purpose.

The precise information we hold about you will depend on your circumstances and the services or support you use. We do not collect every type of information about every student.

4. Where do we get information from?

We may receive information from you; your parents/carers; teachers and other School staff; your previous or next school; North Northamptonshire Council and other local authorities; health, social care and safeguarding professionals; the Department for Education; examination bodies; and other organisations involved in your education or welfare.

5. Why do we use your information?

We use information to:

provide teaching, learning, assessment, examinations, qualifications and educational support;

monitor attendance, progress and behaviour and provide pastoral care;

identify and meet special educational, health, medical and accessibility needs;

safeguard students, staff and visitors, prevent harm and respond to concerns or emergencies;

meet legal duties, provide statutory returns and support school funding, planning, inspection and accountability;

manage admissions, transfers, trips, activities, catering, payments and other School services;

communicate with you and your parents/carers, including about your progress, events and emergency arrangements;

manage and secure School premises, IT systems and networks, including CCTV and filtering and monitoring where applicable;

celebrate and promote achievements, including using photographs or recordings where an appropriate permission or other lawful basis applies.

We use personal data only where we have a lawful basis. Depending on the purpose, this may be because we need to meet a legal obligation, carry out our public task as a school, protect someone's vital interests, or because consent is the appropriate basis. We will not ask for consent where another lawful basis applies.

Where we rely on consent, you or your parent/carer (depending on the circumstances and your age/capacity) can withdraw it. This will not make earlier use of the information unlawful.

6. Special category and criminal offence information

Some information is especially private and the law gives it extra protection. This includes health information, racial or ethnic origin, religious or philosophical beliefs, biometric and genetic information, and information about sex life or sexual orientation. Safeguarding, SEND, Pupil Premium and looked-after status information may also need particularly careful handling.

We only use special category information when we have a lawful basis under Article 6 UK GDPR and an additional condition under Article 9 UK GDPR and the Data Protection Act 2018. Depending on the circumstances, this may include substantial public interest, health or social care, employment or social protection law, vital interests, explicit consent or legal claims.

Criminal offence information is handled only where the law permits it and the School has an appropriate lawful basis and condition for processing.

Biometric information is information about physical or behavioural characteristics, such as a fingerprint, used to identify someone. The School uses an automated biometric recognition system, we follow the specific legal safeguards for children, including obtaining the required written consent from a parent/carer for a child under 18 and providing the required information and an alternative arrangement. A student can object or refuse to participate

7. How long do we keep your information?

We keep personal information only for as long as it is needed for the purpose for which it was collected, and in line with the School's retention schedule and applicable legal requirements. Different records have different retention periods.

When information is no longer needed, it is securely deleted, destroyed or anonymised. When you move to another school, relevant information will normally be transferred securely where required or appropriate.

You can ask the School for more information about how long a particular type of record is kept.

8. Who may receive your information?

We may share relevant information where it is lawful and necessary with:

North Northamptonshire Council and other local authorities, including for education, admissions, SEND, safeguarding, attendance and statutory duties;

the Department for Education and its agencies, including through statutory data collections and the school census;

your current, previous or next school and other education or training providers;

examination boards, awarding organisations and careers or progression services;

health, social care, school nursing, mental health and other safeguarding or support professionals;

the police, courts, regulators and other public bodies where the law permits or requires disclosure;

contractors and service providers who support School activities, such as IT and management information systems, online learning, catering, cashless/payment services, photography, transport, trips, external tutors and music services.

We require organisations processing information on our behalf to protect it and use it only in accordance with our instructions and the law. We do not sell your personal data.

The Department for Education uses pupil information for purposes including education policy, funding, research, statistics and monitoring. Further information about how DfE uses pupil data is available in its privacy information: https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter and the National Pupil Database guidance.

9. Keeping your information safe and transfers outside the UK

We use appropriate technical and organisational measures to protect personal information against loss, misuse, unauthorised access, alteration or disclosure. Access is limited to people who need the information for their work.

Some of our service providers may store or access information outside the United Kingdom. Where personal data is transferred internationally, the School will ensure that the transfer is permitted by data protection law and that appropriate safeguards are in place. Further details can be requested from the Data Protection Officer.

10. Your rights

You have rights over your personal information. These include the right to ask for a copy of it, ask for inaccurate information to be corrected, ask for information to be erased or its use restricted in certain circumstances, object to certain uses, and ask for information to be transferred to another organisation where the right applies.

Where we use consent, you can withdraw it. You also have rights in relation to decisions made solely by automated means that have legal or similarly significant effects. The School will tell you if such decision-making is used and explain the safeguards and how to request human review.

These rights are not absolute and some exemptions apply, particularly where information is needed for education, safeguarding or legal duties. We will explain if we cannot meet a request.

To exercise your rights, speak to the Data Protection Officer: Lisa Fleckney lfleckney@latimer.org.uk or 01536 720300. You can make a request yourself; you do not need to go through your parent/carer.

11. Questions and complaints

If you are unhappy or concerned about how the School uses your information, please contact the Data Protection Officer first. The School will acknowledge a data protection complaint within 30 days and deal with it without undue delay, keeping you informed of the outcome.

You can also complain to the Information Commissioner's Office (ICO): https://ico.org.uk/make-a-complaint/ or telephone 0303 123 1113.