



**Windsor Academy Trust
Tenterfields Primary**

How we use your Information
Privacy Notice for Younger Pupils/Students
(Year 6 and Below)

Pupil Privacy Notice for parents of younger pupils - Key Information

This notice contains the key information about how and why Windsor Academy Trust (WAT) collects your child's personal information and what we do with that information.

The Academy is part of the Windsor Academy Trust (WAT). WAT operates the Academy and is ultimately responsible for how the Academy handles your personal information.

Personal information is information that identifies your child as an individual and relates to your child. For example, information about how well your child is doing at the Academy and any information that we need to take care of your child. Images such as photographs and videos of your child also count as their personal information.

We encourage you to read the full version of our pupil privacy notice which is published on the WAT website and can be found here [fullversionyoungerpupils/students](#). You can also obtain a copy of the full privacy notice by contacting the Academy on info@tenter.windsoracademytrust.org.uk or phone: 01384818560

The full version includes additional points, such as:

- the rights your child has in their information including what decisions you can make about your child's information;
- for how long the Academy retains your child's personal information; and
- our legal grounds for using your child's personal information.

Our primary reason for using your child's personal information is to provide [him/her] with an education.

We set out below examples of the different ways in which we use your child's personal information and where that personal information comes from.

- Admissions forms give us lots of personal information about your child. We get information from you, your child's teachers and other pupils. Your child's old school also gives us information about your child so that we can teach and care for your child.
- Sometimes we get information from your child's doctors and other professionals where we need this to look after your child.
- We may need to report some of your child's information to the government (e.g. the Department for Education). We will need to tell the local authority that your child attends the Academy, if your child leaves the Academy or let them know if we have any concerns about your child's welfare.
- We may use images (photographs or videos) of your child for the Academy's website and social media sites or prospectus to show prospective pupils/students what we do here and to advertise the Academy. We may continue to use these images (photographs and videos) after your child has left the Academy.

- Sometimes we use images (photographs and videos) for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results and sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We will send you information to keep you up to date with what is happening at the Academy. For example, by sending you information about events and activities taking place (including fundraising events) and the Academy newsletter.

The Data Protection Lead is the person responsible at our Academy for managing how we look after personal information. The Data Protection Lead can answer any questions which you may have about how we use your child's personal information.

WAT has a Data Protection Officer who monitors and advises on the Academy's data protection compliance. Their contact details can be found on the WAT website.