KING EDWARD VI
SCHOOL LICHFIELD

Privacy Notice for Students 2026

Original Version:	*Ratified on 16/10/2025, now superseded*
To be reviewed by:	Headteacher
Governors Review: Summary of Changes: Ratified: Date:	 *Ratified without amendment* *Finance and Strategic Leadership Committee* *15/10/2026*
Version:	*FINAL*
Dissemination: Teams policy folder KES website Other	 *√* *√* *√ KES All Staff Team*
Next Review:	*October 2027*

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.
We, King Edward VI School, Lichfield, are the 'data controller' for the purposes of data protection law.
Our data protection officer is Natalie Morrissey (see 'Contact us' below).

The Personal Data We Hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images
- Information about how you use school computers and other IT and communications systems

Why We Use This Data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing
- Make sure our computers and other school systems and equipment are used appropriately, legally and safely

Our Legal Basis for Using This Data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting This Information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How We Store This Data

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

We have a record retention schedule which sets out how long we must keep information about students.

Description of Data	Retention Period
Accident Reporting	Date of Birth of the child + 25 years
Administrative documents	Date of the document + 6 years
Attendance Registers	3 years
Attendance Returns	Current year + 1 year
Child protection Information	DOB of the student + 25 years
Correspondence relating to an authorised absence-if not on student file	Current academic year + 2 Years
Correspondence – if not on a student file	Date of correspondence + 3 years
Proof of address	Current year + 1
Examination papers	Until any appeals/validation process is complete
Examination Results- Schools copy	Part of the student's file

Free School Meals Registers	Current year + 6 years
Student file	Will be held until the child leaves the school. It will follow the student to another secondary school or a PRU. If the child dies, leaves the country or attends home schooling the file will be forwarded to the Local Authority
Students' work	Current year + 1 year
SEN Information	DOB of the student + 25 years
School Census Returns	Current Year + 5 years
School meal registers	Current year + 3 years
School prospectus	Current year + 3 years
Secondary transfer sheets	Current year + 2 years
Trip consent forms- major incident	DOB of the student involved + 25 years
Trip consent forms- no major incident	Conclusion of the trip

This schedule is based on guidance from the Information and Records Management Society's toolkit for schools.

Data Sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority, Staffordshire County Council – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions. This includes Entrust who provide some services on behalf of the Local Authority.
- The Department for Education
- Your family and representatives
- Schools you attend after leaving us and examining bodies
- Ofsted (the schools' inspection service)
- Suppliers and service providers – so that they can provide the services we have contracted them for. These include:
    - Evolve (Educational visits management system) to ensure health & safety requirements are met. This service is linked to Staffordshire County Council.
    - ParentPay in order to operate cashless catering and educational visits;
    - Facial recognition software, if you have opted in to this service linked to Cashless catering (a PIN can be used instead)
    - Groupcall to provide a text-messaging service and email service
    - Go4Schools to record registration, praise & behaviour logs, communication logs and timetable information

  - InVentry – linked to our signing in and out system to ensure safety in the event of an emergency evacuation
  - Online learning resources including Office 365, Seneca, Kerboodle, – names and classes are shared to allow effective access for students
  - SatchelOne– to provide all students and parents with online access to homework
  - MyConcern – to securely store any confidential safeguarding concerns
  - IT monitoring software required to ensure safe use of the IT network
  - Parents Evening System – to provide an online booking service for appointments
  - School Photographers (manual, yearly) so they can provide an effective service
  - SISRA, FFT Aspire – these are tools used in school to support target-setting and progress estimates based on national data to ensure that we support all students in maximising their achievement
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities & Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the National Pupil Database, which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on how it collects and shares research data. You can also contact the Department for Education if you have any questions about the database.

Youth Support Services

Once you reach the age of 13, we are legally required to pass on certain information about you to the Entrust Careers service linked to Staffordshire County Council, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to the Entrust Careers service linked to Staffordshire County Council.

Transferring Data Internationally

Where we share data with an organisation that is based outside the UK, we will protect your data by following data protection law.

Your Rights

How To Access the personal Information We Hold About you

You can find out if we hold any personal information about you, and how we use it, by making a **'subject access request'**, as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact Mrs Jetson, via office@keslichfield.org.uk

Your Other Rights Regarding your Data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact either:

Personal Assistant to Headteacher

office@keslichfield.org.uk

Tel: 01543 255714

or our **data protection officer**:

- Hedda Motherwell dpo.schools@staffordshire.gov.uk

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and carers and to reflect the way we use data in this school.