



Cloughwood Academy – Pupil Privacy Notice

Cloughwood Academy, Stones Manor Lane, Hartford, CW8 1NU, is responsible for how your personal information is used. Our Data Protection Officer (DPO) is Rebecca Whyles (sbm@cloughwood.com).

1. What information we collect about you

We collect information about you to help us teach you, keep you safe, and make sure the school runs well. This includes:

- Your name, address, date of birth, and contact details
- Your test and exam results
- Attendance records
- Special educational needs or other support needs
- Any medical conditions
- Behaviour records, including any exclusions
- Photos and CCTV images

We may also get some information about you from other schools, the local council, or the government.

2. Why we use your information

We use your personal information to:

- Contact you or your parents if needed
- Check your progress in school and give extra help if needed
- Make sure the school is performing well
- Keep you safe and support your wellbeing

3. How we can use your information legally

We can use your information because:

- The law says we must (for example, reporting attendance and safeguarding information)
- It is needed to do our job of providing you with an education
- You or your parents have given permission (and you can withdraw this at any time)
- It is necessary to protect you or someone else

4. When you must give us information

Most of the information we need is required by law or school policy. Sometimes, you may have a choice. We will always tell you if giving information is optional.

5. How we keep your information safe

Your information is kept securely while you are at school and may also be kept after you leave if the law requires it. We follow the Retention policy to make sure records are kept for the right amount of time.



6. Who we share your information with

We do not share your information without permission unless the law allows it. We may share it with:

- Local authorities (for safeguarding, exclusions, etc.)
- Department for Education (school census, exam results)
- Your family or carers
- Exam boards and educators
- Ofsted and other regulators
- Suppliers or service providers (for example, IT)
- Health and social care professionals
- Police or courts if required by law

7. National Pupil Database (NPD)

We must give some information to the Department for Education (DfE), which may store it in the National Pupil Database. This helps the government monitor schools and carry out research.

The DfE shares this information only with organisations that support children's education or wellbeing, and they must follow strict rules to protect your data.

8. Youth Support Services

If you are 13 or older, we must share certain information with Cheshire West and Chester Council for youth support services and careers advice.

- Parents or you (if 16 or older) can ask us to only share your name, address, and date of birth.

9. International Transfers

If your data is shared with a country outside the UK or the European Economic Area, we make sure your data is still protected in line with data protection law.

10. Your rights

You have rights about your personal data, including:

- Find out what information we hold about you
- Ask us to correct anything that is wrong
- Ask us to delete information that is not needed
- Stop information being used in certain ways
- Stop automated decisions being made about you
- Complain if you think your data is being misused

You may ask us to send your information to another organisation in certain circumstances.

11. Complaints

If you have concerns, contact the DPO first: Rebecca Whyles – sbm@cloughwood.com. You can also complain to the Information Commissioner's Office (ICO):

- Online: <https://ico.org.uk/concerns/>
- Phone: 0303 123 1113
- Post: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF