

Privacy Notice – The full notice is available on our website www.highdown.reading.sch.uk

This Privacy Notice is provided to you by the Academy which is the data controller for your data. We may need to share your personal data we hold with them so that they can carry out their responsibilities to the School.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in certain circumstances.

The School will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

Your rights and your personal data

You have the following rights with respect to your personal data:

- 1) The right to access personal data we hold on you**
- 2) The right to correct and update the personal data we hold on you**
- 3) The right to have your personal data erased**
- 4) The right to object to processing of your personal data or to restrict it to certain purposes only**
- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**

You can withdraw your consent easily by telephone, email, or by post.

A parent/carer can ask that no information apart from their child’s name, address and date of birth be passed to Reading Borough Council by informing Mrs. K. Vince-Porteous (Senior Administrator). This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website (www.reading.gov.uk). Information may also be passed to Mrs. Lyn Kenward, our Adviza (Connexions) careers adviser, to support our Careers Education, Information, Advice and Guidance (CEIAG) service.