Easy Read Privacy Notice for Pupils

This notice explains how we use your information. We must follow the law read the full Privacy Notice for Pupils on the Trust website for more information on how we do this.

If you need help, you can:

- talk to your teacher
- ask your parent or carer
- email data.protection@ohcat.org
- email the Data Protection Officer: support@gdprsentry.com

What is personal data?

Personal data means information about you, such as:

- your name and address
- your health needs
- how you are doing at school
- the support you need
- photos, videos and CCTV
- things you do on school computers

We get information from:

- you
- your parents or carers
- your teachers
- your old school
- the local authority
- other people who help you

We use your information to:

- teach you
- keep you safe
- follow the law
- tell people about your school

Our legal reasons

- Public Task – part of our job
- Legal Obligation – the law says we must
- Vital Interests – to keep you safe
- Legitimate Interests – to help the school run well
- Consent – only if you say yes

Before you start: From your forms, parents, old school and the local authority to plan support.

During your time at school:

- teach you
- support your health
- understand your needs and make changes to help you
- support your beliefs if needed

Keeping you safe for:

- attendance
- CCTV

- checking websites and emails on school computers
- blocking unsafe websites and keeping our IT systems safe

Who we may share information with:

- doctors, nurses and therapists
- the local authority
- the Department for Education
- Ofsted
- exam boards
- your next school or college
- the police
- trip providers
- IT support
- trustees
- insurers

We share information only when we need to.

Photos and videos

We may use your photo:
Inside school: for teaching, displays, ID cards, or newsletters.
Outside school: on the website or social media. We will ask you or your parent first and you can say no.

After you leave

We may:

- contact you about events
- ask for consent before sending you fundraising emails
- keep some information for history

Information outside the UK

Sometimes we may use it outside the UK, e.g. on a trip or by IT support. We keep it safe.

How long we keep your information

We keep your information only as long as we need it. Some things must be kept longer by law.

Your rights

You can ask us to:

- fix your information
- give you a copy
- delete it (sometimes)
- limit how we use it
- share it with someone else
- stop using it (sometimes)

If something is wrong

You can:

- talk to your tutor
- email data.protection@ohcat.org
- ask for the Data Protection Officer
- complain to the ICO if you are still not happy with what we say