



Hamwic Education Trust

Pupil Privacy Notice

Head of Compliance

Start Date: September 24

Review Date: September 27

1. Why are we giving this to you?

As your school and as your Trust, we need to use information about you. We do this for a number of reasons. This document tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you then please ask your teacher or speak to your parents/carers and ask them to contact the school. The school wants you to feel free to raise any questions at all.

We also have a person called the Data Compliance Officer at the school. They can answer any questions you have about what the school does with your information. If you or your parents/carers want to speak to them, you can contact the Trust's Data Protection Officer,

Gemma Carr, Deputy CEO.

Email: compliance@hamwic.org. Telephone: 023 8078 6833.

Racial or ethnic origin

Religious beliefs

Special educational needs and disability information

You can ask to see the information we hold about you. If you wish to do this, you should contact the Data Compliance Officer in our school

You also have the right to:

- Object to what we are doing with your information
- Have inaccurate or incomplete information about you amended
- Ask us to stop doing certain things with your information in some cases
- Ask that decisions about you are not made using automatic systems
- Claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with the school Data Compliance Officer or Trust Data Protection Officer.

The school does not have to meet all of your requests, and we will let you know where we are unable to do so.

11. Concerns

If you are concerned about how we are using your personal data, then you should speak with the Data Compliance Officer in your school in the first instance; they have day-to-day responsibility for data protection issues in our school.

The Trust's Data Protection Officer: Gemma Carr, Deputy CEO, who can be contacted by email at compliance@hamwic.org, by telephone on 023 8078 6833, or at the following address:

Hamwic Education Trust, Unit E, The Mill Yard, Nursling Street, Southampton, Hampshire SO16 0AJ.

Or if necessary, you or your parent/ carer can contact an outside agency - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.