

Privacy Notice – Students

Date: Nov 2025

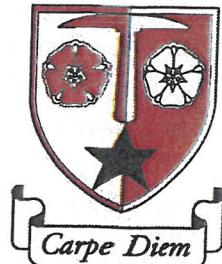
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Introduction

Under data protection law, the school must inform you about how and why we use your personal data (information about you). We do this by providing privacy notices that explain what data we collect, why we need it and how it is used. You can also find information about the rights you have regarding your personal data.

Data Controller

The school is the Data Controller for your personal information. This means that we are responsible for it and make decisions about how it is used.

We have appointed a Data Protection Officer (DPO) who helps to ensure that the school complies with data protection law. The DPO is also on hand to answer any questions or concerns you have about our use of your data. Our DPO is Mrs Monks who can be contacted on:

T: 0161 336 2133 | E: monkss@audenshawschool.org.uk

The personal data we process

The following information forms the basis of your educational record and is processed throughout your time at school. We get some of this information from your parent or guardian when you join our school and some is also sent to us from your previous school. The remainder is collated by us:

- Student name, address, contact details and unique pupil reference number (UPN)
- Characteristics including gender, first language, ethnicity and religion.
- Allergies and special dietary requirements.
- Special educational needs (SEN) and medical records.
- Safeguarding and behaviour records.
- Attendance and absence records.
- Assessment and progress records.
- school meal records (free and paid)

Along with your educational record, the school will also collect and process the following information that helps us to provide you and other students with a safe and engaging learning environment:

- Images – CCTV
- images – Identification
- Images – Promotional activities such as displays to celebrate achievements *
- Images – Biometric fingerprint (lunchtime system and access to services) *
- Usage – Logs of activity on school software, apps and digital systems.
- Usage – Internet activity.
- Consent – Records of when consent has or has not been provided.

* Information will only be processed with permission from you or your parent or guardian.

Monitoring

The school has a system that monitors student use of the internet and other digital systems to make sure you are safe online and only access what you need to complete your school work. Any inappropriate use will be automatically reported to the online safety representative at school.

Why we need your personal data?

- The lunchtime system that allows you to easily pick and pay for your school meals
- Classroom apps and software to help with your development

In certain circumstances we may need to share your data with organisations like the police, emergency services, local authority and government if:

- We are worried about your safety and ask for help to protect you
- You have been involved in an accident or incident and we need to get help or report the details to comply with the law

The school will always make sure that if we share your data it is done so securely and only includes what it necessary.

Your data protection rights

Data protection law allows you (or your parent depending on your age) to ask us:

- For access to the information that we hold about you
- To change your information if you think it is wrong or out of date
- To delete your information if there is no valid purpose to keep it
- To restrict the use of your data and ask for a review if you are unhappy with why or how we are processing it
- To object to certain ways that we use your data
- Not to apply automated decision making to your data if it is likely to have a significant impact on your wellbeing

We ask that any requests are made by your parent or guardian if you are under the age of 13. We will accept requests from you if you are over the age of 13 but may seek the opinion of your parent or guardian if we feel it is necessary to do so. If we receive a request from your parent or guardian, we will ask for your permission for them to act on your behalf where necessary; this will typically only apply if you are over the age of 13.

We respond to most requests within one month and in most cases will not charge you a fee. If your request is complex we may extend this by a further two months (3months in total) but we will tell you in the first month if we plan to extend your request.

Complaints

If you are unhappy or concerned about how and why we use your data, please let us know so that we can help to resolve your worries. You can visit the school office or contact the DPO.

You can also complain to the Information Commissioners Office (ICO) who govern data protection in the UK if you feel the school has not resolved your concerns: <https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/>

Last Updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in November 2026.