General Privacy Notice
Pupil Friendly

Policy Owner:	Lighthouse Multi Academy Trust
Approved/ Ratified:	Pat Hunt 10.11.26
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Document Version Control Log

Version	Modification Date	Synopsis of Changes
1.0	September 2025	
2.0	October 2026	Updated to be more child friendly and all information to be compliant. Added the Trust cover to separate sections and made heading bold and larger for clarity. Added title to 2 page document and a logo of Trust and space for Academy logo.

Your Privacy at School

A child friendly Privacy Notice

Lighthouse Multi Academy Trust

Insert academy logo

Who Are We?



We are Lighthouse Multi Academy Trust (LHMAT), the Trust that your school belongs to.

Your school collects and uses information about you to help you learn, support you and keep you safe. LHMAT is responsible for making sure your personal information is handled properly and safely.

Our Data Protection Officer (DPO) helps us check that we follow data protection laws. If you have any questions about your information, you can speak to a trusted adult at school or contact the school office to ask for help.

What Is Personal Data?



Personal information is information that identifies you or tells us something about you. This could include your name, address, date of birth, schoolwork or attendance.

Some information is especially private and needs extra protection. This is called *special category data*. Examples include information about your health, religion or ethnic background.

We take care to keep your personal information safe and only use it when we have a proper reason to do so.

What Information Do We Collect About You?

To work properly as a school, we need to collect a lot of information about you. This includes:



- Your name, where you live and your date of birth
- Who looks after you outside of school
- Information about any extra help you need with your learning or disabilities.
- Information that helps adults keep you safe.
- Information about your parents, carers and emergency contacts.
- Your test results
- Your behaviour in the classroom
- The number of days you have been in school
- School trips and after school clubs you have attended
- Photos or videos of you.

We may also collect special category data about your health, religion, and ethnicity.

For the full list of all the information we collect, you can read our main Privacy Notice for Pupils, Parents and Carers.

Why do We Collect Information About You?



We use your information to:

- Help you learn, develop and make progress.
- Check your attendance and support your education.
- Give you the help you need, including additional support where appropriate.
- Look after your health, safety and wellbeing.
- Organise school activities, trips and clubs.
- Meet our legal responsibilities as a school and a Trust.

We only use your information when we have a lawful reason to do so. Sometimes the law requires us to use or share information, so we do not always need to ask for permission first.

Where Do We Get Information About You?



We may get information from you, your parents or carers, and the adults who support you.

Sometimes, we may also receive information from your previous school, another school, the council, social workers, doctors or other health professionals, or government departments.

We only collect information when we have a proper reason to do so.

Who Do We Share Your Information With?



Sometimes, we need to share information about you with other people or organisations.

This might include:

- Your next school, if you move
- The council or local authority
- The Department for Education
- Doctors and other professionals who support your health, education or wellbeing.
- Exam Organisations

How Long Do We Keep Information For?



We keep your information for as long as we need it for school purposes or for as long as the law requires.

Different types of information need to be kept for different lengths of time. Our Trust follows a records retention schedule that explains how long different records should be kept and when they should be securely destroyed.

What Rights Do You Have?



Your personal information belongs to you, and data protection law gives you rights.

Depending on the circumstances, you can:

- Ask to see the personal information we hold about you.
- Ask us to correct information that is wrong or incomplete.
- Ask us to delete your information when the law allows it.
- Ask us to limit how we use your information in certain circumstances.
- Object to certain ways we use your information.

You can ask questions about how we use your information at any time. You do not have to work out how to do this on your own.

Speak to a trusted adult at school or contact the school office. They can help you get in touch with the Trust's Data Protection Officer.

You can also find out more in our full Privacy Notice for Pupils, Parents and Carers.