THE MOUNTBATTEN SCHOOL

Privacy Notice for Students (How we use student information)

At The Mountbatten School, we need to collect and use information about you to help you learn and keep you safe. Because this information belongs to you, you have a legal right to know how we use it. This guide explains everything in simple terms.

Who is in charge of your information?

The school is the "Data Controller." This means we decide how your information is used. Our Data Protection Officer (DPO) can be contacted via dpo@mountbatten.school if you have any questions.

What information do we have about you?

We hold several types of information to help us look after you:

- The Basics: Your name, address, date of birth, and unique student number.
- Your Learning: Your grades, test results, and any extra help you might need (like SEN support).
- Your Wellbeing: Attendance records (who is in school), any medical conditions, and behaviour records.
- Tech & Security: Your school login details, logs of what you do on school computers, and CCTV images from around the site.
- Digital: Your photo, and if you use the canteen, a biometric fingerprint template for the cashless catering system.

For extra sensitive information like your health details or fingerprint templates, we use a legal rule called "substantial public interest" (Article 9(2)(g)), which simply means the law allows us to use this data because it is a very important part of keeping you healthy and making sure the school runs safely and fairly for everyone.

Why do we need it?

We use your data for very specific reasons:

- To teach you and track how you are doing in your subjects.
- To get in touch with you or your parents if there is an emergency.
- To keep the school safe using CCTV and computer monitoring.
- To make sure you get the right support and medical care.
- To follow the law (we have to tell the government who is in school)

Who do we share your information with?

We don't show your info to just anyone. We only share it when the law says we must, such as with:

- The Government (DfE): To get school funding.
- The Local Council (Hampshire County Council): To make sure you are safe and supported.
- Exam Boards: So you can get your GCSE and test results.
- School Trip Companies: So you can go on educational visits.

Important for Age 13+: Once you turn 13, we are legally required to give your contact details to the local council so they can help you with careers advice and training after you leave school. Once you are 16, you can ask us to only share the basics (like your name, address and date of birth) and not your other contact details.

How do we keep it safe?

We take your privacy very seriously. We protect your data by:

- Encryption: Scrambling the data so only we can read it.
- MFA (Multi-Factor Authentication): Using extra security (like a code on a phone) to log in to important systems.
- AI Guardrails: Making sure your private info is never put into unauthorized AI tools

We usually keep your data inside the UK or Europe. If we ever must send it further away (like for an overseas school trip), we make sure it is just as safe there as it is here.

How long do we keep it?

We don't keep everything forever.

- School Records: We keep your main file until you are 25 years old
- CCTV: Usually deleted after 31 days.

What are your rights?

You have "Data Rights," which include:

- The Right to See: You can ask to see the info we have about you (this is called a Subject Access Request).
- The Right to Fix: If something is wrong (like an old address), we must fix it.
- The Right to Human Review: If a computer marks your work (like in Google Classroom) and you think it's wrong, you can ask a teacher to check it.
- The Right to Stop: You can ask us to 'pause' using your information if you think it's wrong, while we spend time fixing it.
- The Right to Say No: You can withdraw your permission for things like being in school photos.

If you ask for your data or to fix a mistake, we will get back to you within one month.

If you ask to see CCTV video, we might not be able to show it to you if other people are in the shot, because we cannot hide their faces to protect their privacy. We might also say no to showing you a video if it could get in the way of a serious school or police investigation.

The Right to be Forgotten: In certain cases, you can ask us to delete your information entirely if we don't need it anymore.
The Right to Object: You can tell us if you disagree with how we are using your data for school tasks.
The Right to Move Data: You can sometimes ask us to give your digital info to another organization in a format they can easily use.

If you want to see general school information that isn't about you, please look at our Freedom of Information Policy.

Contact

If you're worried: Talk to your tutor, a teacher, or email the DPO - dpo@mountbatten.school.
You can also complain to the ICO (the UK's privacy watchdog) if you don't think we are handling your data correctly