



PRIVACY NOTICE FOR PUPILS

School	Polam School & Nursery
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Last reviewed	September 2025
Next review	September 2027, or earlier if our processing or the law materially changes
Document owner	Data Protection Officer
Version	2.0

About this notice

This notice explains how Polam School & Nursery and Redshift Education Ltd use information about you. We call this your personal information. It includes any information that identifies you or tells us something about you.

We want you to understand what information we have, why we need it and what your rights are. A more detailed Privacy Notice for Parents is available on the school website. You can also ask a teacher, another trusted member of staff or our Data Protection Officer if anything in this notice is unclear.

Who looks after your information

Redshift Education Ltd, operating through Polam School & Nursery, is responsible for the personal information described in this notice. In this notice, when we say “we”, we mean the school and Redshift Education.

Our Data Protection Officer helps make sure information is handled properly across Redshift Education. You or your parent or guardian can contact the Data Protection Officer at DPO@redshiftdeducation.co.uk.

Information we may hold about you

The information we hold depends on your age, your school and the support or services you use. It may include:

- your name, date of birth, address, contact details, photograph, pupil number and year group;
- information about your parents, guardians and emergency contacts;
- your current and previous schools and your admissions information;
- your attendance, schoolwork, assessments, examination results, progress, achievements and references;
- information about your behaviour, pastoral care, wellbeing and safeguarding;
- information about your health, allergies, medication, disabilities and special educational needs;
- information about your race or ethnicity, religion, first language and nationality;
- information about school trips, activities, transport, catering and use of school facilities;
- messages, letters, meeting notes, complaints and other communications involving you or your family;
- photographs, video or audio recordings and CCTV images; and
- information about how you use school devices, accounts, networks, websites and online learning services.

How we get your information

Most information comes from you or your parent or guardian. We may also receive information from your previous school, teachers, health professionals, local authorities, examination bodies, safeguarding agencies, the police, UK Visas and Immigration or other organisations where this is relevant and lawful.

Some information must be provided so that we can teach you, keep you safe, provide appropriate support or meet legal requirements. Other information is optional, and we will explain this where it may not be obvious.

Why we use your information

We use your information only where the law allows us to. The main reasons are to:

- consider your application and help you join the school;
- teach you, support your learning and record your progress;
- provide pastoral care, medical help, SEND support and reasonable adjustments;
- keep you and other people safe and respond to safeguarding concerns;
- manage attendance, behaviour, examinations, school trips, activities, transport and catering;
- communicate with you and your family;
- manage fees, contracts and other school administration;
- protect the school's buildings, devices, networks and online services;

- meet legal, inspection, regulatory and reporting requirements; and
- deal with complaints, disputes, insurance matters or legal claims.

The legal reasons we rely on include the contract with your parent or guardian, legal obligations, protecting someone's life or safety, and our legitimate interests in running a safe and effective school. We use consent where consent is the appropriate basis and the choice is genuine.

Sensitive information

Some information needs extra protection. The law calls this special-category information. It includes information about your health, race or ethnicity, religion, some disabilities or special educational needs, and biometric information if it is used to identify you.

We use this information only where we have both a lawful reason and an additional legal condition. This may be because it is needed for safeguarding, health or social care, equality of opportunity, protecting someone's vital interests, legal claims or another substantial public-interest reason. We may rely on explicit consent where the use is genuinely optional.

Who we may share information with

We share information only where there is a proper reason. Depending on the circumstances, this may include:

- authorised staff at your school and authorised members of Redshift's central team;
- your parent or guardian;
- your previous or future school, examination bodies and education providers;
- health professionals, local authorities, social services, safeguarding agencies, the police and courts;
- the Department for Education, Ofsted, UK Visas and Immigration and other public bodies;
- school service providers, such as IT, learning, assessment, trip, transport, catering, photography and security providers; and
- professional advisers, insurers and other organisations where this is necessary and lawful.

We will usually share relevant information with your parent or guardian. However, there may be circumstances where information is kept confidential to respect your rights or to protect you or another person. We consider your age, understanding, best interests and the nature of the information.

We do not sell your personal information.

Our systems and keeping information safe

We use school systems and technology to provide education and run the school. These include management information systems, learning platforms, parent communication tools, finance systems, safeguarding and medical-record systems, assessment platforms, trip-management software, internet-safety tools and cloud services.

Depending on the school and service involved, these may include iSAMS, Evolve, Seesaw, Tapestry, Google Workspace, Microsoft 365, Lightspeed, Securely, Smartlog and HubSpot. The systems used may change over time. Access is limited to people who need the information for their role, and our providers must protect it and follow appropriate confidentiality, security and data-protection requirements.

Photographs and other choices

We may use photographs or recordings for ordinary school purposes, such as identification, teaching, safeguarding, recording school life or sharing activities with the school community, where we have a lawful reason to do so. We will ask for consent where consent is required, particularly for optional promotional uses. If we rely on consent, it can be withdrawn at any time.

Who can give consent depends on the particular use and whether you are able to understand the decision. We will take account of your views, age and understanding rather than applying a single age rule to every situation.

Information outside the UK

Some suppliers may store or access information outside the United Kingdom. Where this happens, we use the legal safeguards required to protect your information. You or your parent or guardian can ask our Data Protection Officer for more information.

How long we keep your information

We keep information only for as long as it is needed for education, safeguarding, legal, regulatory, insurance or other proper school purposes. Core pupil records are generally kept until your 25th birthday. Different periods apply to some records, and safeguarding or legal reasons may require information to be kept for longer.

Our Group Data Retention and Disposal Policy gives more detail. When information is no longer needed, it is securely deleted, destroyed or made anonymous unless there is a lawful reason to keep it.

Your rights

Your personal information belongs to you, even where your parent or guardian helps you exercise your rights. Depending on the circumstances, you may have the right to:

- ask what information we hold about you and receive a copy;
- ask us to correct information that is wrong or incomplete;
- ask us to delete information where there is no lawful reason to keep using it;
- ask us to limit how information is used in certain circumstances;
- object to certain uses of your information;
- withdraw consent where we rely on consent;
- ask for certain information to be transferred to another organisation where that right applies; and
- ask for human involvement if a significant decision is ever made about you solely by an automated system.

These rights do not apply in every situation, and the law sometimes allows or requires us to keep or use information. A parent or guardian may usually exercise rights for a younger child. If you have enough understanding to exercise your own rights, we will take your wishes and confidentiality into account.

We do not currently make significant decisions about pupils solely through automated systems without meaningful human involvement.

Questions and complaints

If you have a question or worry, you can speak to a teacher or another trusted member of staff. You or your parent or guardian can also contact our Data Protection Officer at DPO@redshifteducation.co.uk.

If you make a data-protection complaint, we will acknowledge it within 30 days and investigate and respond without undue delay. You also have the right to complain to the Information Commissioner's Office, the UK's data-protection regulator. Information is available at <https://ico.org.uk/make-a-complaint/>.

Changes to this notice

We may update this notice if the law changes or if the way we use information changes. The latest version will be available on the school website, and we will draw important changes to the attention of pupils and families where appropriate.