

PARENT AND STUDENT PRIVACY NOTICE

Parent/Carer and Student Privacy Notice

Under data protection law, individuals have a right to be informed about how our Academy and Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use your personal data at Armthorpe Academy. If you have any questions about anything in this notice please contact Colin Abraham, Data Protection Officer at Armthorpe Academy.

The personal information we hold

Personal information that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- contact details and contact preferences, date of birth, identification documents;
- results of internal assessments and externally set tests;
- student and curricular records;
- characteristics, such as ethnic background, eligibility for free school meals, or special educational needs;
- exclusion information;
- details of any medical conditions, including physical and mental health;
- attendance information;
- safeguarding information;
- details of any support received, including care packages, plans and support providers;
- photographs;
- CCTV images captured in school.

We may also hold data about your child that we have received from other organisations, including other schools, children's services, the Local Authority and the Department for Education.

How and why does the school collect and use personal information?

Here are some examples of the different ways in which we use personal information and where this personal information comes from. The Academy's primary reason for using your personal information is to provide educational services to your child:

- To support student learning and monitor their progress, we record and track their achievements and set learning targets. This is reported to you and discussed at parents' evenings.
- To get in touch with parents (or carers/Legal Guardians) when we need to.
- We obtain information from admissions forms and from your child's previous school. We may also get information from professionals such as doctors and from local authorities.
- We record attendance to help trace students and keep them safe.
- We may have information about any family circumstances which might affect your child's welfare. This helps us to provide the right pastoral care for your child.
- We may need information about any court orders or criminal petitions which relate to you. This is so that we can safeguard the welfare and wellbeing of your child and the other students at the Academy
- We use CCTV to make sure the school site is safe.

- We take photographs of our students for identification purposes. We may also take photographs or videos at academy events to use on social media and on the academy website.
- We may send you information to keep you up to date with what is happening at the Academy.
- We are also required by education legislation to collect certain information and report to the DfE and comply with the law regarding data sharing.

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulations, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Who we share student information with and why

We do not share information about students with any third party without consent unless the law and our policies allow us to do so. Examples of this include:

- Schools that the student attend after leaving us.
- We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.
- We are legally obliged to share information with local authorities, for example, where we have any safeguarding concerns or exclusions.
- On occasion, we may need to share information with the police.
- We may share student information with suppliers and service providers to enable them to provide the service we have contracted them for. For example, software used to record behaviour or safeguarding concerns
- We may share some information with our insurance company, for example, where there is a serious incident at the academy.
- We may need to share information if there is an emergency, for example, if you are hurt whilst on school premises
- We share information with our Academy Trust to enable them to track and support student progress.
- We share information with the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

Youth support services

Once our pupils reach the age of 13, we pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16.

National Pupil Database

We are required by law to provide information about pupils to the Department for Education as part of statutory data collections such as the school census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics.

The information is securely collected from a range of sources including schools, local authorities and exam boards. The DfE may share information from the NPD with third parties, such as other organisations which promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data. For more information, see the Government's webpage <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Requesting access to your personal data

Parents, or those with parental responsibility, have the right to access their child's educational record. This right applies as long as the pupil is aged under 18. There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual.

Parents also have a right to request access to personal information that we hold about you or your child. Once a student is able to understand their rights over their own data (this has to be considered on a case-by-case basis), we will need to obtain their consent for you to make a subject access request on their behalf.

To make a request please contact Colin Abraham, Data Protection Officer.

Other rights

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your child's personal data
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you or your child deleted or destroyed, or restrict its processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

If you have a concern about our data processing, please raise this with us in the first instance.

Contact Us: Colin Abraham, Data Protection Officer
Email: colin.abraham@consilium-at.com

Trust Contact: Neelam Yousaf, Director of People
Email: neelam.yousaf@consilium-at.com

Alternatively you can contact the Information Commissioner's Office online at <https://ico.org.uk/make-a-complaint/>, by telephoning 0303 123 1113 or by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF