



Privacy Notice - How we use student information

Under data protection law, individuals have a right to be informed about how the academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

The privacy notice explains how we collect, store and use personal data about students.

Our Data Protection Officer is Emma Lipscombe.

Why do we collect and use student information?

We collect and use student information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6 (1)(c) and Article 9 (2)(b) of the General Data Protection Regulation (GDPR).

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to protect student welfare
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support students to decide what to do after they leave school
- to contact parents and keep them informed
- to administer admissions waiting lists
- to carry out research

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique student number, date of birth, contact details and contact preferences)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Attainment, examination & assessment information (internal and external)
- Student and curricular records
- Relevant medical and dietary information
- Special education needs information including assessment of need and referral information
- Details of any support received, including care packages, plans and support providers
- Exclusions / behavioural information
- Safeguarding information

- Photographs
- CCTV images captured in the academy
- Post 16 learning information

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 Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Where we share student data such as academy photographs on the academy website or in the local press, you have a choice in this and we request your consent for this to be shared. Consent can be withdrawn at any time by contacting the Principal and asking for student photographs not to be shared where public have access.

Storing student data

We hold student data for the time they are in our academy and in compliance with the timescales set out on www.IRMS.org.uk/page/schoolstoolkit

Who do we share student information with?

We routinely share student information with:

- Schools that the student's attend after leaving us
- Our local authority and their commissioned providers of local authority services
- The Department for Education (DfE)
- The student's family and representatives
- Trust staff in the support of student learning
- Legra Academy Trust and the academy's Governing Body
- Educators and examining bodies
- Ofsted
- Health authorities such as school nurse / NHS
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Data systems and cloud based educational programmes to support student learning and communication (examples include Bromcom, Showmyhomework, ParentPay, MathsWatch)
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Security organisations
- Health and social organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Offsite learning providers
- Residential trip organisers (and insurers)
- Academy photographers
- External agencies; SEND, child protection, welfare and safeguarding services
- Skills Funding Agency
- Sixth Form Colleges & other post-16 providers

Aged 14+ qualifications

For students enrolling for post 14 qualifications, the Learning Records Service will give us a student's unique learner number (ULN) and may also give us details about the student's learning or qualifications

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

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.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

What is different about students aged 13+?

Once our students reach the age of 13, we also 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/ guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once he/she reaches the age 16.

Our students aged 16+

We will also share certain information about students aged 16+ with 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:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and

awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the student information we share with the department, for the purpose of data collections, go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to: <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Computer based decisions about you and if you are 'profiled'

You have the right to object about decisions being made about you by automated means (by a computer and not a human being), unless it is required for any contract you have entered into, required by law, or you have consented to it. You also have the right to object if you are being 'profiled'. Profiling is where decisions are made about you based on certain things in your personal information.

If you have concerns regarding automated decision making, or profiling, please contact the school who will advise you about how your information is being used.

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact:

1. **Belfairs Academy:** enquiries@belfairsacademy.org.uk - FAO PA to Principal
2. **Darlinghurst Academy:** generalenquiries@darlinghurst.co.uk - FAO PA to Principal

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

Contact:

If you would like to discuss anything in this privacy notice, please contact the Data Manager:

1. **Belfairs Academy:** enquiries@belfairsacademy.org.uk
2. **Darlinghurst Academy:** generalenquiries@darlinghurst.co.uk

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF