



STRONGER TOGETHER



# Pupil Privacy Notice

<b>Academy level contribution:</b>	N/A	
<b>CEO approval:</b>	Sean Kelly	<b>Date:</b> Autumn 2019
<b>Education Group consultation</b> (where applicable):	N/A	<b>Date:</b>
<b>LGB Cluster consultation</b> (where applicable):	N/A	<b>Date:</b>
<b>Joint Negotiating Council (JNC) consultation</b> (where applicable):	N/A	<b>Date:</b>
<b>Board ratification:</b>	Raleigh Learning Trust Board	<b>Date:</b> Autumn 2019
<b>Last reviewed on:</b>	16.09.2019	
<b>Next review due by:</b>	16.09.2020	

## Privacy Notice for Pupils

Woodlands Academy, Westbury Academy, Ambleside Academy, Denewood & Unity Acadamies are part of the Raleigh Learning Trust. During your child's time with us, we will gather and use information relating to them. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from them directly and data about them that we obtain from other people and organisations. We might also need to continue to hold their personal data for a period of time after your child has left the relevant Academy. Anything that we do with an individual's personal data is known as "processing".

You are being provided with this notice because you can exercise your child's data protection rights on their behalf.

This document sets out what personal data we will hold about them, why we process that data, who we share this information with, and your rights in relation to their personal data processed by us.

### What information do we process in relation to them?

We will collect, hold, share and otherwise use information about them set out in the boxes below:

<ul style="list-style-type: none"><li>Name</li></ul>	<ul style="list-style-type: none"><li>Telephone and email contact details</li></ul>	<ul style="list-style-type: none"><li>Date of Birth</li></ul>
<ul style="list-style-type: none"><li>Address</li></ul>	<ul style="list-style-type: none"><li>Assessment information</li></ul>	<ul style="list-style-type: none"><li>Details of previous/future schools</li></ul>
<ul style="list-style-type: none"><li>Unique pupil number</li></ul>	<ul style="list-style-type: none"><li>Behavioural information</li></ul>	<ul style="list-style-type: none"><li>Language(s)</li></ul>
<ul style="list-style-type: none"><li>Nationality</li></ul>	<ul style="list-style-type: none"><li>Country of birth</li></ul>	<ul style="list-style-type: none"><li>Eligibility for free school meals</li></ul>
<ul style="list-style-type: none"><li>Photographs</li></ul>	<ul style="list-style-type: none"><li>Attendance information</li></ul>	<ul style="list-style-type: none"><li>CCTV images</li></ul>

We will also collect, hold, share and otherwise use some information about them which is special "special category personal data" and we will take extra care to make sure that this is kept safe:

<ul style="list-style-type: none"><li>Racial or ethnic origin</li></ul>	<ul style="list-style-type: none"><li>Religious beliefs</li></ul>	<ul style="list-style-type: none"><li>Special educational needs and disability information</li></ul>
<ul style="list-style-type: none"><li>Medical / health information</li></ul>	<ul style="list-style-type: none"><li>Genetic and biometric data</li></ul>	<ul style="list-style-type: none"><li>Information relating to keeping you safe</li></ul>
<ul style="list-style-type: none"><li>Sexual life</li></ul>	<ul style="list-style-type: none"><li>Sexual orientation</li></ul>	<ul style="list-style-type: none"><li>Dietary requirements</li></ul>

The Raleigh Learning Trust is the overall 'Data Controller' of the personal data you provide to us. This means that they decide the purpose for which and the manner in which any personal data relating to pupils and their families is to be processed.

The Data Protection Officer for the Raleigh Learning Trust is Claire Beardsall. Her role is to oversee and monitor the school's Data Protection procedures and to ensure they are compliant with GDPR.

Claire can be contacted by telephone 0115 8550100 or by e-mail at; [claire.beardsall@raleighlearningtrust.co.uk](mailto:claire.beardsall@raleighlearningtrust.co.uk).

The Data Protection representative for Ambleside Academy is Jenette Dawes. Jenette can be contacted on 0115 9003610 or at [admin@ambleside.nottingham.sch.uk](mailto:admin@ambleside.nottingham.sch.uk).

## Where do we get their personal data from?

We get this information from:

- The pupil
- Parents/carers, and other children's parents/carers
- Teachers and other staff
- People from other organisations, like doctors or the local authority for example

## Why do we use their personal data?

We use this information for lots of reasons, including:

- To make sure that we give them a good education and to support them through this
- To make sure that we are able to address and support any educational, health or social needs they may have
- To make sure everyone is treated fairly and equally
- To keep them and everyone at the school safe and secure
- To deal with emergencies involving them
- To celebrate their achievements
- To provide reports and additional information to parents/carers

Some of these things we have to do by law. Other things we do because we need to so that we can run the academy.

Sometimes we need permission to use their information. This includes taking pictures or videos of them to be used on our website or in the newspaper. Before we do these things we will ask you as a parent/carer for your permission.

## Why do we use special category personal data?

We may need to use the information about them which is special (mentioned above) where there is a specific interest to do so for example health and social care purposes or to provide them with equal opportunities and treatment. We will also use this information where you, as the parent/carer, has given us permission to do so.

There may also be circumstances where we need to use their information in relation to legal claims, or to protect their vital interests and where you are unable to provide your consent.

## How long will we hold their personal data for?

We will hold information relating to them only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where they change school we will usually pass their information to their new school.

## Who will we share their personal data with?

We do not share personal information about them with anyone outside the school without permission from you, unless the law and our policies allow us to do so.

We routinely share information about them with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education [and/or the Education and Skills Funding Agency], in compliance with legal obligations of the school to provide information about students and parents as part of statutory data collections
- Other agencies, such as NHS Nottingham CityCare, previously known as the school nursing service
- A Third-Party IT services provider, named as Capita - SIMS, for the purposes of securely holding and protecting your data.
- Alternative Providers of education, linked through the Local Authority
- Parent Pay, a service provider which deals with online money payments from parents (if applicable)
- Inventory systems for recording information for health and safety purposes

## The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils 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 pupils 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 Pupils) (England) Regulations 2013.

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

The department may share information about our pupils 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 pupil 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.

The Department for Education may share information that we are required to provide to them with other organisations. For further information about the Department's data sharing process, please visit: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>.

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Local authorities may share information that we are required to provide to them with other organisations. For further information about the data sharing process observed by the Raleigh Learning Trust local authorities including Nottingham and Nottinghamshire, please visit respective local authority websites.

Contact details for local authorities can be found online.

## Keeping this information safe

It is very important that only people who need to use their information can see it. The school keeps their information safe by making sure that it can only be used by people who have a good reason to see it, and that when information is accessed it is in a way which ensures the security of their information.

## Your rights in relation to their personal data held by us

You have the right to request access to personal data that we hold about your child/ren. If you wish to do this you should contact;

Claire Beardsall by telephone 0115 8550100 or by e-mail at: [claire.beardsall@raleighlearningtrust.co.uk](mailto:claire.beardsall@raleighlearningtrust.co.uk).

Please also refer to our Data Protection Policy for further details on making requests for access to their personal data.

You also have the right to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have their data transferred to another organisation
- Claim compensation for damage caused by a breach of your data protection rights

If you feel it necessary to do any of the above, you can speak with Claire Beardsall. The Raleigh Learning Trust does not have to meet all of your requests and we will let you know where we are unable to do so.

## Concerns

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>