



Privacy Notice

For Parents & Carers

Governing Body Ratification	May 2018
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Privacy Notice

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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, Skinners' Academy, are the 'data controller' for the purposes of data protection law.

Our data protection officer is SPS DPO Services

Email – sps-dpo-services@isystemsintegration.com

Correspondence address – SPS SPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent BR1 1LT

THE PERSONAL DATA WE HOLD

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

- Name
- Contact details, contact preferences, date of birth, identification documents
- Parental, sibling and extended family details
- Information related to adopted from care/looked after/under special guardianship status
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, language, eligibility for free school meals, Pupil Premium or special educational needs
- Exclusion information and any behavioural information (such as any relevant alternative provision put in place)
- Medical information (including physical and mental health) and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance information
- Safeguarding information and child in need information
- Details of any support received, including care packages, plans and support providers
- Photographs of your child
- Carefully chosen and vetted educational apps
- CCTV images

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education (DfE).

WHY WE USE THIS DATA

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

In order to meet statutory requirements around appropriate education provision and to fulfil safeguarding requirements, we share information about school history and the latest known pupil and parent address and contact details in the event of a Child Missing Education, or becoming Electively Home Educated. This information also supports the in-year admissions process.

OUR LEGAL BASIS FOR USING THIS DATA

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- In order to comply with the terms of the Home Academy Agreement and any other Academy agreements

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

COLLECTING THIS INFORMATION

Pupil data is essential for the Academy's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this

HOW WE STORE THIS DATA

Children's records are stored securely in paper files and on the Academy's secure server.

We keep personal information about pupils while they are attending our Academy. We may also keep it beyond their attendance at our Academy if this is necessary in order to comply with our legal obligations. We are required by law to store all files containing information on students until the date of the student's 25th birthday. After that, we shred the document or delete the file. The exception is that when students transfer to a different school, all his / her documents / files are transferred to that school.

DATA SHARING

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

We may share personal information about pupils with:

- Our local authority (e.g. admissions)
- The Department for Education (e.g. attainment)
- The pupil's family and representatives (e.g. attendance)
- Educators and examining bodies (e.g. GCSE test papers)
- Our regulators Ofsted, DfE and the Education and Skills Funding Agency (ESFA) e.g. pupil data.
- Suppliers and service providers (e.g. sports coaches)

Privacy Notice

- Central and local government (e.g. attainment)
- Health authorities (e.g. immunisations)
- Health and social welfare organisations (e.g. social services)
- Professional advisers, bodies and consultants (e.g. Educational psychologist)
- Police forces, courts, tribunals (in relation to safeguarding)
- Collaborating schools for moderating purposes
- Schools (or other educational destinations) that pupils attend after leaving us

YOUTH SUPPORT SERVICES

Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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 / pupil once they reach the age 16.

Pupils aged 16+

We will also share certain information about pupils 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's website.

NATIONAL PUPIL DATABASE

We are required 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, as well as studies commissioned by the Department.

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 Department for Education may share information from the NPD with certain third parties, including:

- schools
- local authorities

Privacy Notice

- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfе-external-data-shares>

For more information generally, see the Department's webpage at

<https://www.gov.uk/government/publications/nationalpupil-database-user-guide-and-supporting-information>

You can also contact the Department for Education with any further questions about the NPD at

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

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>

TRANSFERRING DATA INTERNATIONALLY

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Most requests from parents/carers concern data that is of an educational or operational nature, eg attendance data, progress and/or attainment data. Requests for such data can still be made via the relevant person in the Academy eg the Attendance Officer, Head of Year or Head of Department. Under data protection legislation, parents and pupils have the right to make subject access requests for information that we hold. To make a subject access request, contact our Data Protection Officer (contact details at beginning of this notice).

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; and
- a right to seek redress, either through the ICO, or through the courts

COMPLAINTS

We take any complaints about our collection and use of personal information very seriously.

Privacy Notice

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the Academy in the first instance.

To make a complaint, please contact our Principal via enquiries@skinnersacademy.org.uk or in writing to The Principal, Skinners' Academy, Woodberry Grove, London N4 1SY.

Alternatively, you can make a complaint to 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, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Principal in the first instance, again via enquiries@skinnersacademy.org.uk or in writing to The Principal, Skinners' Academy, Woodberry Grove, London N4 1SY.