



Tidemill Academy is part of the REAch2 Academy Trust. REAch2 Academy Trust is the data controller for the purposes of the Data Protection Act 1998. We collect personal and/or sensitive information from you about your child and may receive information about you and your child from your previous school and the Learning Records Service.

We hold this data to:

- Support your child's Learning
- Monitor and report on your child's progress
- Provide appropriate pastoral care
- Assess how well your child's is doing at school
- To contact you case of an emergency

This information includes (but is not limited to) your contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs they may have and any relevant medical information.

We will not give information about you or your child to anyone without your consent unless the law and/or our policies allow us to.

From time to time, we may be legally required to share personal data with other agencies, such as Ofsted, the Standards and Testing Agency, the Department of Health, Primary Care Trusts and other Local Authorities.

Data may also be shared with REAch2 and the REAch2 appointed assessment provider (Otrack) for the purposes of monitoring the educational standards at Tidemill. Other organisations working with the school to provide key educational support services will also be given secure access to data under strict protocols. These organisations include: Wauton Samuel (provision & maintenance of the School Management Information system); London Grid for Learning (secure staff and pupil emails, firewalls and virtual learning environment). In some instances selected data may also be shared with consultants who are working with the school to support pupils, such as TEAM ESW (Education Welfare), the Greenwich & Lewisham NHS Trust (speech & language therapy), Drumbeat (ASD outreach service), Place2Be (counselling service) and departments at the Local Authority who provide advice, support and funding for Early Years or Special Educational Needs.

All of these agencies are Data Controllers with their own Privacy Notices relating to the personal data they receive (including the personal data about you which they may receive from us). They too must only use your personal data for specific purposes allowed by law.

Any organisations working with Tidemill Academy are required to comply with the Tidemill Academy data protection policies and have clear security procedures in place to protect this data. Please see our Data Protection policy for more information.

We are specifically required by law to pass some information about pupils to the Department for Education or Education Funding Agency and, in turn, this personal data will be available for the use of the Local Authority.

If you require more information about how the LA and/or DfE store and use your data please go to the following website:

<http://www.lewisham.gov.uk/myservices/education/schools/Pages/default.aspx>

<http://www.education.gov.uk/help/legalinformation/a005240/privacy-statement>

If you are unable to access these websites you can contact the Council or the Department for Education using the contact details provided:

London Borough of Lewisham (LBL)

The Corporate Information Team
London Borough of Lewisham
1st Floor Town Hall Chambers
Catford
London
SE6 4RU

Contact them by E-mail-
corporateinformation@lewisham.gov.uk or schoolsdpa@lewisham.gov.uk

Contact them by Telephone- 0208 314 9928

Department for Education (DfE)

Public Communications Unit
Department of Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Contact them on <https://www.education.gov.uk/help/contactus> or www.education.gov.uk

Call them by Telephone- 0370 000 2288

As a Data Subject, pupils have certain rights under the Data Protection Act 1998, including a general right to be given access to their personal data held by the Academy (known as a "Subject Access Request"). Subject to any legal restrictions to the contrary, parents are able to make a Subject Access Request on their children's behalf while they are under the age of twelve years.

Security of data

Tidemill Academy has a responsibility to ensure the personal and sensitive data it collects and holds is securely protected.

All personal and sensitive data collected and held by the school and on its systems is securely protected held within the European Economic Area (EEA).

Organisations working with Tidemill Academy who have access to any of the school data are also required to ensure any personal and sensitive data it holds is securely protected. Please ask at the main school office if you require this information to be translated.