



## Privacy Notice for Pupils and their Parents and Guardians

### 1. Why do we collect information?

- 1.1. The Academy Trust collects information about our pupils and holds this personal data so that we can:
  - 1.1.1. Support each pupil's learning;
  - 1.1.2. Monitor and report on each pupil's progress;
  - 1.1.3. Provide appropriate pastoral care and other support to each of our pupils; and
  - 1.1.4. Assess how well each pupil is doing and report on that to the parents.

### 2. What type of information do we collect?

- 2.1. The information will include: personal data such as name and date of birth as well as contact details; educational performance assessments; attendance information; pastoral information. It will also include sensitive personal data such as: ethnicity; special educational needs; behavioural incidents; and medical information that will help us to support each pupil's education and wider welfare needs at the academy.
- 2.2. We will also hold personal contact information about parents and carers so that we can get hold of you routinely or in an emergency.
- 2.3. Where CCTV is used by the Academy this will only be for general security purposes in order to protect the pupils and staff of the academy.
- 2.4. Pupil photographs may be included, as part of their personal data and this will be treated with the same level of confidentiality as all other personal data. Photographic images of pupils used in publically available media such as web sites, newsletters or the school prospectus will not identify pupils unless parental permission has been given in advance.

### 3. Do we share this information with anyone else?

We do not share any of this data with any other organisation without your permission except where the law requires it. We are required to provide pupil data to central government through the Department for Education (DfE [www.education.gov.uk](http://www.education.gov.uk)) and the Education Funding Agency (EFA [www.education.gov.uk/efa](http://www.education.gov.uk/efa)). Where it is necessary to protect a child, the Academy will also share data with the Local Authority Children's Social Services and/or the Police.

#### **4. Can we see the personal data that you hold about our child?**

- 4.1. All pupils have a right to have a copy of the personal information held about them. As our pupils are of primary school age, a request for a copy of the personal information has to be made by a parent or guardian in writing. The only circumstances under which the information would be withheld would be if there was a child protection risk, specifically:
- 4.1.1. The information might cause serious harm to the physical or mental health of the pupil or another individual;
  - 4.1.2. Where disclosure would reveal a child is at risk of abuse;
  - 4.1.3. Information contained in adoption or parental order records;
  - 4.1.4. Information given to a court in proceedings under the Magistrate's Courts (Children and Young Persons) Rules 1992; and
  - 4.1.5. Copies of examination scripts.
- 4.2. If you want a printed copy of the personal data then the academy will charge the actual cost of providing the copy up to a maximum of a £10 charge. To protect each child's right of confidentiality under law the Academy reserves the right to check the identity of a person making a request for information on a child's behalf. One any identity check has been completed and any fee due paid, the information will be collected and provided within 40 calendar days.

#### **5. Can we see our child's educational record?**

- 5.1. All parents are also entitled to a copy of their child's educational record. A request must be made in writing to the Governing Board. The Educational Record includes curriculum, assessment, pastoral and behavioural information that is stored by the academy. Only information that has come from a teacher or employee of the Academy Trust or an educational professional contracted by the Trust can be considered to form part of the educational record.
- 5.2. The Academy will charge a fee to provide an actual copy of the educational record but this will not be greater than the actual cost of reproducing the information. Once any fee has been received the Academy will respond to the request within 15 academy days (21 calendar days excluding any public or academy holidays).