



PRIVACY NOTICE

PUPILS



CATEGORIES OF PUPIL INFORMATION THAT WE COLLECT, HOLD AND SHARE INCLUDE

- personal information (such as name, unique pupil number and address);
- characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility or special educational needs);
- contact details, contact preferences, date of birth, identification documents;
- Attendance information (such as sessions attended, number of absences and absence reasons);
- pupil and curricular records;
- results of internal assessments and externally set tests;
- exclusion information;
- details of any medical conditions, including physical and mental health;
- Safeguarding information;
- details of any support received including care packages, plans and support providers;
- photographs
- CCTV images captured in school.

We may also hold data about pupils that we have received from other organisations, including other schools, Local Authorities and the Department for Education.

WHY WE COLLECT AND USE THIS INFORMATION

We use the pupil data:

- to support pupil learning;
- to monitor and report on pupil progress;
- to provide appropriate pastoral care;
- to protect pupil welfare;
- to assess the quality of our services;
- to comply with the law regarding data sharing.



THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION

We 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;
- perform an official task in the public interest.

Less often, 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Where we have obtained consent to use pupils' Personal Data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.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 PUPIL DATA

Whilst most of the pupil 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 (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

STORING PUPIL DATA

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.



WHO WE SHARE PUPIL INFORMATION WITH

Where it is legally required, or necessary (and it complies with Data Protection law) we may share personal information about pupils with:

- schools that the pupils attend after leaving us;
- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- the Department for Education (DfE);
- the pupil's family and representatives;
- educators and examining bodies;
- our regulators e.g. Ofsted;
- suppliers and service providers - to enable them to provide the service we have contracted them for:
- financial organisations;
- central and local government;
- our auditors;
- survey and research organisations;
- health authorities;
- security organisations;
- health and social welfare organisations;
- professional advisers and consultants;
- charities and voluntary organisations;
- police forces, courts, tribunals;
- professional bodies.

WHY WE SHARE PUPIL INFORMATION

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.



REQUESTING ACCESS TO YOUR PERSONAL DATA

Under Data Protection legislation, pupils and parents have the right to request access to information that we hold about them. To make a request for your personal information, or to be given access to your child's educational record, contact Sharon Saunders, Data Protection Officer: enquiries@archwayacademy.org.uk.

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
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your Personal Data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this Privacy Notice, please contact Sharon Saunders, Data Protection Officer: enquiries@archwayacademy.org.uk.