



## **Privacy Notice for Students, Parents & Carers**

**May 2018**

**The categories of student information that the Academy collects, holds and shares include:**

- Personal information (such as name, Unique Pupil Number (UPN) and address / contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Academic achievement data
- Rewards and sanctions (including exclusions)
- Information relating to Special Educational Needs and Disabilities (where relevant)
- Biometric fingerprint to purchase lunch
- Any relevant medical information.

**The Academy collects and uses this information for 'specified, explicit and legitimate purposes' in order to:**

- Support students' learning, progress and outcomes
- Monitor and report on students' progress
- Provide appropriate pastoral care
- Assess the quality of the services we provide
- Comply with the law regarding data sharing

### **Why?**

A lot of the information we are required to have about you is mandatory, which means by law we are allowed to have it. Other information about you is collected voluntarily from parents or carers or you. The Academy holds data until the student reaches the age of 25, after which it is disposed of securely.

### **Why we share information**

Information about our students is not shared with anyone without consent, unless the law and the Academy's policies allow us to do so.

There are a broad range of other agencies with whom the school shares students data (as listed below), in order to support the effective education and welfare of the students themselves.

### **Who do we share your information with?**

- Schools, colleges and Universities that you attend after leaving us
- Staffordshire Local Authority (admissions, exclusions, safeguarding and SEND)
- Department for Education



- Ofsted
- NHS ( vaccinations/school nursing service)
- Capita (SIMS)
- Police
- Social Services
- Attend EDC (attendance and educational welfare support)
- CAMHS (Children and Adolescent Mental Health Services)
- Alliance in Partnership (catering service)
- Educational Psychologist Department
- Connexions
- Work Experience Providers
- Offsite Learning Providers
- Educational Visits
- Residential trip organisers
- The Hollies (Pupil Referral Unit )
- SAM learning
- ParentPay
- Peripatetic agencies
- School Photographers
- Examination Boards
- National Pupil Data
- Fischer Family Trust
- Education and Skills Funding Agency
- Teachers from Supply Agencies
- Duke of Edinburgh Award Scheme

### **Requesting Access to your Personal Data**

Under the GDPR both you and your parents/carers have the right to request access to information about you. To make a request for your personal information, or to be given access to your educational record please complete a Subject Access Request. This S.A.R. can be downloaded from the Alleyne's Academy website or you can write to us.

If you have any concerns about the way your information is being used, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact:**

To discuss any aspect of this Privacy Notice, please contact Felicity Porter, Data Protection Officer  
[f.porter@alleynes.staffs.sch.uk](mailto:f.porter@alleynes.staffs.sch.uk)

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