

## PRIVACY NOTICE FOR PUPILS

You have a legal right to be informed about how our school uses any personal information that we hold about you.

To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

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

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

Our data protection officer is Natalie Morrissey (see 'Contact us' below).

### **The personal data we hold**

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details, contact preferences, date of birth
- Your test results and results of internal assessments
- Your attendance records
- Your characteristics, like your ethnic background, eligibility for free school meals or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Details of any safeguarding information
- Your pupil record and curriculum information
- Details of any support received, including care packages, plans and support providers
- Biometric information (to purchase food/drink from the canteen)
- Photographs
- CCTV images

## **Why we use this data**

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing
- Monitor and report on your progress
- Provide appropriate pastoral care
- Carry out research
- Administer admissions waiting lists
- Comply with the law regarding data sharing

## **Our legal basis for using this data**

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education) Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

## **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

## **Storing Data**

We hold pupil data in line with guidance issued by the Information and Records Management Society <https://irms.site-ym.com/>. The majority of pupil information held will be retained until 25 years following the date of birth of the pupil, after which time the information will be securely destroyed.

## Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- *Our local authority, Staffordshire County Council – to meet our legal duties to share certain information with it, such as admissions, transport, concerns about pupils' safety and exclusions*
- *The Department for Education (a government department) – to meet our legal duties to share information with it, such as the National Pupil Database (see section below)*
- *Your family and representatives - to meet our legal duties to share information with them, such as providing an annual report on your progress*
- *Educators and examining bodies – to carry out our task in the public interest of providing you with an education and obtaining qualifications*
- *Our regulator (the organisation or “watchdog” that supervises us), e.g. Ofsted*
- *Suppliers and service providers – so that they can provide the services we have contracted them for, e.g. music lessons*
- *Central and local government – to meet our legal duties to share certain information with it, such as transfer of pupils and pupils who are looked after*
- *Health authorities – so they can look after your wellbeing e.g. vaccinations*
- *Security organisations – where we have contracted with them to provide a service e.g. IT access, CCTV*
- *Health and social welfare organisations – to meet our legal duties regarding safeguarding you from harm*
- *Professional advisers and consultants – to carry out our task in the public interest of providing you with an education, such as providing a supply teacher if your teacher is absent*
- *Charities and voluntary organisations – so that they can provide services we have contracted them for e.g. counselling*
- *Police forces, courts, tribunals – to meet our legal duties to share information with them e.g. criminal activity, safeguarding*

## National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

### **Youth support services**

Once you reach the age of 13, we are legally required to pass on certain information about you to Staffordshire County Council, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Staffordshire County Council.

### **Your rights**

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Request access to the personal data that Alleyne's Academy holds
- 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
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

### **Where can you find out more information?**

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

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

For information about which organisations the Department of Education has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-recieved>

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

### **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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 data protection officer:

- Natalie Morrissey [dpo@staffordshire.gov.uk](mailto:dpo@staffordshire.gov.uk)