

## Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the Academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **students**.

We, Attleborough Academy Norfolk, are the 'data controller' for the purposes of data protection law.

Our **data protection officer** can be contacted at [data\\_protection@ccn.ac.uk](mailto:data_protection@ccn.ac.uk).

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- your name, address, contact details;
- your previous educational establishment
- your course details, attendance record and marks/awards received;
- financial information relevant to any fees or purchases
- If you are enrolling for post-14 qualifications, we will be provided with your Unique Learner Number by the Learning Records Service and may also obtain from them details of any learning or qualifications have undertaken.
- Results of internal assessments and externally set tests
- Exclusion information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also collect, store and use information about you that falls into "**special categories**" of more sensitive personal data. This includes information about (where applicable):

- information relating to your health where relevant to your learning needs, access and/or pastoral care;
- Characteristics, such as gender, ethnic background, eligibility for free school meals, or special educational needs
- Allegations, investigations and outcomes of criminal offences

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

### Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Fulfil legal obligations, including complying with audit obligations.

## Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' 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 students' 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 students' personal data overlap, and there may be several grounds which justify our use of this data.

## Collecting this information

While most of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary to comply with our legal obligations. Our record retention schedule sets out how long we keep information about students.

A copy of the Academy's retention schedule can be made available on request by the Academy NES team leader.

## Data sharing

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students with:

**Norfolk Educational Services Limited (NES)** to undertake the provision of some non-teaching activity and this means that your information, including sensitive personal information is processed by NES. Non-teaching activity includes the processing of enquiries, admissions, enrolments and examinations and other activities such as the administration of the Academy Library service. Statistical information will be shared with the **Transforming Education in Norfolk (TEN) Group Board of Governors and Chief Executive Officer**.

### **Transforming Education in Norfolk Group (TEN Group)**

The Academy is part of the Transforming Education in Norfolk Group (TEN Group) which now includes Attleborough Academy Norfolk, City College Norwich, City Academy Norwich, University Technical College Norfolk, Wayland Academy, Wayland Junior Academy Watton, and Norfolk Educational Services Limited (NES). For the purposes of strategic planning and internal funding arrangements, statistical information will be shared with the TEN Group Board.

### **Local Authorities, the Department of Education (DfE) and other agencies**

From time to time the Academy is required to pass on some of your personal data to Local Authorities, the Department of Education (DfE), and agencies that are prescribed by law, such as Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), the Education Funding Agency\* and the Learning Records Service\* (LRS) or any successor bodies. All these are data controllers in respect of the data they receive and are subject to the same legal constraints in how they deal with the data.

### **Partnerships**

We engage in partnership working with a number of organisations, as follows:

- A range of providers of counselling and support services
- Norfolk Constabulary under the Safer Schools Partnership
- Youth Offending Team and Youth Inclusion Support Panel
- Multi-Agency Safeguarding Hub (Norfolk Children's Services, Police and NHS) for child protection and safeguarding

### **Youth support services**

Once our students reach the age of 13, we are legally required to pass on certain information about them to Norfolk 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.

### **Post 16 providers (eg College or Sixth Form College)**

Once students have enrolled for their Year 12 programme of study, information will be passed on to their post 16 College or Sixth Form College. This will include information collected as part of the statutory school census return such as, but not limited to, free school meal eligibility, special educational needs, language information, exclusions information and attendance information. Passing on of this information will mean that the college or other provider can ensure that the support students need in order to be successful in their course is put into place.

### **National Pupil Database**

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

For more information, see the Department's webpage on how it collects and shares research data. You can also contact the Department for Education with any further questions about the NPD.

## External Suppliers and Contractors

We use a range of **external suppliers and contractors** to provide services. These include IT software companies that may host personal information to enable staff, students and parents to access services, such as online payments and teaching resources. Written agreements are put in place to ensure adequate controls are in place to protect the data. For the latest information on external suppliers please contact the **Academy's NES Team Leader**.

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Parents and students' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- 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** at [data\\_protection@ccn.ac.uk](mailto:data_protection@ccn.ac.uk)