

Privacy notice for students

You have a legal right to be informed about how our Academy 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.

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.

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
- Your test results
- Your attendance records
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images
- Your Unique Learner Number by the Learning Records Service

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;
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have

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 Academy as a whole is performing
- Look after your wellbeing
- Provide services for you at the Academy

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.

How we store this data

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

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 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:

Norfolk Educational Services Limited (NES) to provide some non-teaching activity. This includes 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 Fakenham Academy Norfolk, 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 – as we are prescribed by law to do so.

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 you 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.

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 to you at the Academy. 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 share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

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** at data_protection@ccn.ac.uk