

PRIVACY NOTICE (How we use pupil information)

We, The Aylesbury Vale Academy are a data controller for the purposes of the General Data Protection Regulation. We collect and hold personal information from you about your child and may receive information about your child from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service.

Our data protection officer is Mark Purdom who is contactable on 07500600250 or mark@douc.tech (www.douc.tech)

The categories of pupil information we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Biometric data (i.e. the fingerprint recognition scanner in the canteen)
- 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.

We collect information about parents / carers before pupils join the school and update it during pupils' time on the roll as and when new information is acquired.

Why we collect and use this pupil information

We collect and use pupil information, for the following purposes:



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

- to decide who to admit to the school
- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections
- for the protection and welfare of pupils and others in the school, including our safeguarding/child protection obligations
- for the safe and orderly running of the school
- to promote the school
- to send you communications that may be of interest to you which may include information about school events or activities, news, campaigns, appeals, other fundraising activities
- in connection with any legal proceedings threatened or commenced against the school

Our legal basis for using this data

Under the General Data Protection Regulation (GDPR), the most common lawful bases we rely on for processing pupil information are:

- We need to comply with a legal obligation (*GDPR Article 6 (1)(c)*) - i.e. the school has legal obligations to provide your personal data such as ethnicity to the Department for Education.
- We need it to perform an official task in the public interest (*GDPR Article 6(1)(e)*) – in this instance, the requirement for the school to deliver education under the Education Act (1996) requires us to collect information to deliver this service.
- Where processing is necessary for the performance of a contract (*GDPR Article 6 (1)(b)*) – e.g. the Grange ‘Home-School Agreement’ which states the school will ‘ensure your child fulfils their potential as a learner.....and keep you informed about your child’s general progress and general school matters’.

Less commonly, we may also process pupils’ personal data in situations where:

- We have obtained consent to use it in a certain way (*GDPR Article 6 (1)(a)*) – e.g we will seek your consent to use a pupil’s photograph on the school website.
- We need to protect the individual’s or someone else’s vital interests (*GDPR Article 6 (1)(d)*) – e.g. in a medical emergency

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 this information

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

In addition, the School also uses CCTV cameras around the school site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or investigate other issues. CCTV footage involving parents / carers will only be processed to the extent that it is lawful to do so.

Who we share pupil information with?

We routinely share pupil information with:

- schools that pupils attend after leaving us;
- our local authority
- the Department for Education (DfE);

From time to time, we may also share parent / carer information other third parties including the following:

- school governors / trustees;
- other external teachers such as peripatetic music teachers
- other parties where there is a legal basis for doing so such as the Police, law enforcement agencies, NHS health professionals and educational psychologists,

- Education Welfare Officers;
- Courts, if ordered to do so;
- the Teaching Regulation Authority;
- Prevent teams in accordance with the Prevent Duty on schools;
- other schools, for example, if we are negotiating a managed move and we have your consent to share information in these circumstances;

We also need to share limited information with third party companies that provide us with services to support the delivery of education such as:

- online homework system
- online parents evening booking system
- online payments system

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.

In the event that we share personal data pupils with third parties, we will provide the minimum amount of personal data necessary to fulfil the purpose for which we are required to share the data.

We share pupils' data with the Department of Education (DfE) on a statutory basis. This data underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority and the DfE under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/datacollection-and-censuses-for-schools>.

Youth support services

Once your child is aged 13 or over we are required to pass on certain information to the Connexions services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996. Connexions (provided by Adviza) is the government's information and advice service for all young people aged 13 to 19 in England.

We must provide both your own and your child's name(s) and address(es), and any further information relevant to the Connexions services' role.

This enables them to provide services as follows:

- youth support services
- careers advisers

However, you or your child (if they are over 16) can ask that no information beyond name and address be passed to Connexions. If you wish to opt-out of this arrangement, please make contact enquiries@theacademy.me For more information about Connexions service provided by Adviza please visit their website: [Connexions website](#).

How we store 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 to comply with our legal obligations. Our data retention policy sets out how long we keep information about pupils and is available on request from the school office.

Requesting access to your personal data

Under data protection legislation, pupils, and in some circumstances, parents, have the right to request access to information about them that we hold ("Subject Access Request"). From the age of 13, we generally regard pupils as having the capacity to exercise their own rights in relation to their personal data. This means that where we consider a pupil to have sufficient maturity to understand their own rights, we will require a Subject Access Request to be made by the pupil and not their parent(s) on their behalf. This does not affect any separate statutory right parents might have to access information about their child.

Subject to the section below, the legal timescales for the School to respond to a Subject Access Request is one calendar month. As the School has limited staff resources outside of term time, we encourage parents / pupils to submit Subject Access Requests during term time and to avoid sending a request during periods when the School is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. If you wish to submit a Subject Access Request please contact enquiries@theacademy.me

Parents of pupils who attend a maintained school have a separate statutory right to access their child's educational record. Upon receipt of a written request for a pupil's educational record, the School will respond to it within 15 school days. This is an independent legal right of parents which falls outside of the GDPR, therefore a pupil's consent is not required even if a pupil is able to make their own decisions in relation to their personal data unless a court order is in place which states otherwise.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

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 our data protection responsibilities.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>