



1. Privacy notice for parents/carers – use of your child’s personal data

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, The Aylesbury Vale Academy are the ‘data controller’ for the purposes of data protection law.

Our **Data Protection Officer** is Hans Copas (see ‘Contact us’ below).

2. 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:

Reason 1:

Vital interests: This type of data is necessary to protect someone’s life:

- Your contact details (address, telephone number and email addresses of your parents or carers)
- Your attendance records
- Any medical conditions you have
- CCTV images

Reason 2:

Legal obligation: this type of data is necessary for us to follow the law:

- Your contact details (address, telephone number and your email addresses, if provided)
- Your child’s attendance records
- Your child’s characteristics, like their ethnic background or any special educational needs
- Photographs of your child for identification (for example the picture we have of your child on the school database).
- Your child’s behaviour record (Details of any behaviour issues or exclusions)
- Your child’s test and examination results

Reason 3:

Public task: the processing is necessary for us to operate as a school and to inform any schools or any authorities you may move to.

- Your child's attendance records
- Your child's characteristics, like their ethnic background or any special educational needs
- Your child's achievement points record and why the points were given
- Your child's behaviour record (Details of any behaviour issues or exclusions)
- Your child's behavior points record and why the points were given
- Your child's test and examination results
- CCTV footage of your child if required by the police

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

We will not pass on details of your child's medical conditions unless your child has given us consent to do so.

Reason 4:

Consent: where your child (if 13 or over) has given us permission to use their personal data for a specific purpose. For children under 13 we will ask the parent or carer for consent.

- Photos of your child which are displayed around the school, used in newsletters, used as part of your child's learning in the early years, promotional material and the school website)
- Filmed footage, where your child has been used in a staff training video or promotional video which might be available on the school website.
- Your child's fingerprints (secondary phase only)
- Records of how you have used parent pay
- Records of how you have used apps such as PiXL and Show My Homework

You may refuse to give your permission for us to use these types of data or change your mind if you have already given us permission.

If you have changed your mind about giving us permission, you must contact the Data Protection Officer, Mr. Copas

3. Why we use this data

- We use this data to: Look after your child's wellbeing
- To support your child in their learning
- Get in touch with you when we need to
- To keep your child safe
- To help your child with and improve their behaviour
- Check how your child is doing in exams and work out whether they or their teachers need any extra help

- Track how well the school as a whole is performing

4. 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 obey with the law
- We need to use it to carry out a task in the public interest (in order to provide your child 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 child's interests (or someone else's interest)

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

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

5. 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
- Promote the academy and celebrate academy successes

6. 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.

7. Collecting this information

While the majority 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.

8. 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 in order to comply with our legal obligations. Our records management policy which sets out how long we must keep information about students but we will delete all the data and records we hold on their 25th birthday.

If you would like a copy of the records management policy, please contact Mr. Copas, the **Data Protection Officer**. You can also read a copy on the school website.

9. 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.

There are different reasons why we will share your data:

Reason 1:

Vital interests: This type of data is necessary to protect someone's life:

- Our local authority, Buckinghamshire County Council – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- Your family and representatives - so they know how well you are progressing at school
- Police forces, courts, tribunals – so that they can keep you safe and uphold the law
- CCTV images – so that the police can view this if you or anyone else is at risk

Reason 2:

Legal obligation: this type of data is necessary for us to follow the law:

- Our local authority, Buckinghamshire County Council – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- The Department for Education – so that they can look at the progress your child is making
- You - so you know how well your child is progressing at school
- Educators and examining bodies – so they can enter your child for exams and record your examination results
- Schools that your child might attend after leaving us, if applicable

- Ofsted, who inspect schools – so that they can look at the progress your child is making
- Financial organisations – so they can calculate how much money the school should receive
- Central and local government – so that they can look at the progress your child is making
- Our auditors – so they can see if the school, is spending the money it gets for your child correctly
- Police forces, courts, tribunals – so that they can keep your child safe and uphold the law
- Health authorities and social welfare organisations – these are government organisations who will use this data to monitor your child's health and provide you with support

Reason 3:

Public task: the processing is necessary for us to operate as a school and to inform any schools or any authorities you may move to.

- The school database provider, SIMS who help to store all your personal data on a secure system in the school.
- Schools that you might attend after leaving us, if applicable. This will include attendance and behaviour data and test or examination results

We will not share photographs of your child with another school or organisation and we will only share details of any medical conditions your child has if you have given us consent to do so

Reason 4:

Consent: where your child (if 13 or over) has given us permission to use their personal data for a specific purpose. For children under 13 we will ask the parent or carer for consent.

- Suppliers and service providers – so that they can provide the services we have contracted them for. These will include, Show My Homework, PiXL, Mint Class seating plans, Accelerated Reader Survey and research organisations – so they can analyse how schools and students are performing
- Charities and voluntary organisations so they can support your child in learning and life such as careers advisors and agencies that work with young people on their wellbeing

If your child is 13 or over, they may refuse to give their permission for us to use these types of data or change their mind if they have already given us permission. If your child is under 13 years old, you may refuse permission to use their data.

If they have changed your mind about giving us permission, they must contact the Data Protection Officer, Mr. Copas

We will not share data with any of the groups or organisations above if they do not comply with data protection law. We will not share any data that is **not listed above** unless we have your consent to do so.

9.1. National Student 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 and early years census.

Some of this information is then stored in the [National Student 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.

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

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.

9.2. Youth support services

Once your child reaches the age of 13, we are legally required to pass on certain information about them to government organisations such as social services and support agencies, as they have 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, or your child, once they're 16, can contact our **Data Protection Officer** to ask us to only pass your name, address and date of birth to these organisations and agencies

9.3. Transferring data internationally

We will not share data with an organisation that is based outside the European Economic Area.

If we take you on a trip outside of the UK, we will follow the same rules for protecting your data that we would in school and ensure that we follow UK law.

10. 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.

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.

There is no automatic parental right of access to the educational record in an academy. However, parents may apply in writing to see their child's educational records.

Parents may apply to access the educational records of their child. Requests must be submitted in writing, either by letter, email or fax to the DPO. They should include:

- Name of child and parent
- Correspondence address
- Contact number and email address
- Details of the information requested

If staff receive a subject access request from a parent, they must immediately forward it to the DPO.

When responding to requests, we:

- May ask the parent to provide 2 forms of identification
- May contact the individual via phone to confirm the request was made
- Will attempt to respond within 1 month of receipt of the request
- Will reserve the right levy charge of 10 pence per printed sheet
- May tell the individual of the reason why a request has been denied

We will not disclose information if it:

- Might cause serious harm to the physical or mental health of the student or another individual
- Would reveal that the child is at risk of abuse, where the disclosure of that information would not be in the child's best interests
- Is contained in adoption or parental order records
- Is given to a court in proceedings concerning the child

11. 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.

12. 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

13. 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**:

Hans Copas
Aylesbury Vale Academy
Paradise Orchard
Berryfields
Aylesbury
HP190WS
01296 428551
dpo@theacademy.me

14. Declarations	Please Tick
I have read and <u>understood</u> what personal data the academy stores about me.	
I have read and <u>not understood</u> what personal data the academy stores about me but I know I can speak to Mr Copas, the Data Protection Officer to find out more	

Name: _____

Signed: _____

Date: _____

This notice is based on the [Department for Education's model privacy notice](#) for students, amended to reflect the way we use data in this school.



Parental Consent to Use Personal Data for a Child Under 13

Name: _____

Date: _____

Permissions	Please Tick
<u>I agree to the academy using my child's photograph for the academy website</u>	<input type="checkbox"/>
<u>I do not agree to the academy using my child's photograph for the academy website</u>	<input type="checkbox"/>
<u>I agree to the academy using my child's photograph for display around the academy</u>	<input type="checkbox"/>
<u>I do not agree to the academy using my child's photograph for display around the academy</u>	<input type="checkbox"/>
<u>I agree to the academy using my child's photograph for the academy newsletter</u>	<input type="checkbox"/>
<u>I do not agree to the academy using my child's photograph for the academy newsletter</u>	<input type="checkbox"/>
<u>I agree to the academy using my child's photograph as part of their learning in the early years</u>	<input type="checkbox"/>
<u>I do not agree to the academy using my child's photograph as part of their learning in the early years</u>	<input type="checkbox"/>
<u>I agree to the academy using filmed footage of my child for training and promotional purposes</u>	<input type="checkbox"/>
<u>I do not agree to the academy using filmed footage of my child for training and promotional purposes</u>	<input type="checkbox"/>
<u>I agree to the academy sharing my data with providers who only store my information in the EU/UK and only where it will benefit my child's learning. I understand I have the right to withdraw if I think it is not benefiting my child's education</u>	<input type="checkbox"/>
<u>I do not agree to the academy sharing my data with providers who only store my information in the EU/UK and only where it will benefit my learning. I understand I can change my mind if I think it might benefit my education</u>	<input type="checkbox"/>
<u>I agree to the academy sharing my child's data with charities and voluntary organisations so they can support your child in learning and life such as careers advisors and agencies that work with young people on their wellbeing</u>	<input type="checkbox"/>
<u>I do not agree to the academy sharing my data with charities and voluntary organisations so they can support your child in learning and life such as careers advisors and agencies that work with young people on their wellbeing</u>	<input type="checkbox"/>
I understand that I can change my mind about permissions at any time and I know I can speak to Mr. Copas, the Data Protection Officer to do this.	<input type="checkbox"/>

