

PRIVACY NOTICE (How we use pupil information)

We, The Aylesbury Vale Academy are a data controller for the purposes of the UK General Data Protection Regulation and the UK Data Protection Act (2018). 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 for 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)
- Pupil progress
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Biometric information (e.g. fingerprint recognition for cashless catering). Where biometric information is used for the purpose of uniquely identifying a pupil, this is treated as special category data. We will only use biometric systems in accordance with the Protection of Freedoms Act 2012 (including written consent from at least one parent/carer unless an exception applies, no parent has objected in writing, and the pupil has not objected). A pupil may object at any time and we will provide a reasonable alternative.
- 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:

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

- We need to comply with a legal obligation (*UK 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 (*UK 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. In the provision of pupil progress services on occasion we may be required to share sensitive information. This is done under the basis of substantial public interest wherein the sharing of such data ensures we are able to provide equality of opportunity or treatment for all our pupils.
- Where processing is necessary for the performance of a contract (*UK 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 (*UK 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 (*UK 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.

For special category data (e.g., health, ethnicity, or safeguarding information), we process this under Article 9 of UK GDPR and, where applicable, the conditions for substantial public interest outlined in Schedule 1 of the Data Protection Act 2018.

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. We do this where it is necessary for our public task in providing education and/or to meet legal duties, and we operate CCTV in line with data protection law and relevant guidance. 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
- pupil performance tracking system#

Why we share pupil information

We do not share information about our pupils with anyone unless we have a lawful basis to do so. In many cases we share information without consent because it is necessary for us to comply with our legal duties, to carry out our public task in providing education, or to protect the vital interests of pupils or others (for example, safeguarding). We will seek consent where this is appropriate and required.

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

When your child reaches the age of 13, we are required by law to share certain details with the relevant youth support services. We work with private independent careers advisors and local youth support services to ensure your child receives the necessary guidance regarding education and training options.

Under Section 507B of the Education Act 1996, we must pass on both your and your child's name(s), address(es), and any other information relevant to the services provided to young people aged 13-19. These services include:

- Youth support services
- Careers advice and guidance

If your child is 16 or older, or if you prefer that no information beyond name and address is shared, you can request to opt-out of this information sharing. To do so, please contact us at enquiries@theacademy.me.

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.

You can make a subject access request verbally or in writing (including email). If a request is made to any member of staff, it will be passed to the appropriate team. We will respond without undue delay and usually within one month. We may extend by up to a further two months if the request is complex or we receive multiple requests, and we will tell you if this applies.

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.

Parents/carers and pupils can request access to personal data we hold about the pupil by making a subject access request. Some parents/carers may also have rights to access information about their child under other education legislation; if this applies, we will explain the relevant process and timescales.

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.

Under data protection law, you have rights including:

- to be informed about how we use personal data;
- to request access to personal data we hold about you (subject access);
- to request that inaccurate personal data is corrected;
- in certain circumstances, to request deletion of personal data or restriction of processing;

- to object to processing in certain circumstances (including an absolute right to object to direct marketing);
- where we rely on consent, to withdraw consent at any time (this will not affect processing already carried out); and
- to raise a concern with us and to complain to the Information Commissioner's Office (ICO).

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/>

Appendix – Third Parties with whom data is shared

AnyComms (secure transfer system between Bucks CC and AVA)
AQA, Edexcel, OCR, WJEC/Eduqas, NCFE (Awarding Bodies)
CPOMS
DfE Sign In (including DfE School Attendance - live link between our SIMs and DfE - DPIA done links via Wonde)
Duke of Edinburgh's Award Scheme
BucksCC Evolve (Trips)
FFT
GL Assessment - Testwise (CAT Testing for Y7's)
ParentPay
Pupil Progress
EduLink
SISRA (Data Analysis)
DfE Primary Assessment Gateway
PiXL
Spellzone
eVouchers
2Simple
Holiday Activities
Reading Cloud
Office 365
Kerboodle
Applica (Admission plus)
School cloud parents evening system
School cloud
Beilder
Compass +
Evidence Me
Exam assist
Sparx Maths
Study Higher
Inspiration program
Linkedin
National Online safety program
Vespa
GCSE Pod
UpLearn
Oxford University Press - Kerboodle
Languagenut
Unifrog
Whoo's Reading
Sage Inact
MyMaths
Senaca
EverLearn
Cunninghams Cashless Catering

Wonde
Group Call
Mosyle
Bucks CC – Attendance data
DSP Photography – secondary
Kittle Photography – Primary
Medical Tracker
Admin Droid
Inventry
SIMS Connected – Parent Pay
Educake
Testbase/Exampro
Seetec