



Equality and Achievement

# GDPR PRIVACY NOTICE STUDENTS

(Secondary)

<b>APPROVING BODY</b>	DATA PROTECTION OFFICER
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## 1. Introduction

You have a legal right to be informed about how our school, and the multi-academy trust we are part of, 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 notice explains how we collect, store, and use personal data about **pupils at our school**, like you.

Our trust, The Redhill Academy Trust, (Redhill Road, Arnold, Nottingham, NG5 8GX Tel 0115 9261481, email [Trustoffice@theredhillacademy.org.uk](mailto:Trustoffice@theredhillacademy.org.uk)) is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Linda Hayes (see 'Contact us' below).

## 2. 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 – such as other schools, the local council and the government.

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

- Your contact details and emergency contact details
- Your test results
- Your attendance records
- Details of any behaviour issues or exclusions
- Information about how you use our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, like your ethnic background or religious beliefs
- Information about any medical conditions you have
- Photographs and CCTV images
- Special educational needs information
- Whether you are eligible for Free School Meals.

## 3. Why we use this data

We use the data listed above to:

- a) Fulfil our statutory obligations to safeguard and protect you and other vulnerable people.
- b) Get in touch with you and your parents when we need to
- c) Enable targeted, personalized learning for you and other students
- d) Support you to fulfil your potential and work out whether you or your teachers need any extra help
- e) Track how well the school as a whole is performing
- f) Manage behaviour and effective discipline
- g) Look after your wellbeing
- h) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- i) Keep you and your family informed about school events and school news.

### **3.1 Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact us' below).

### **3.2 Use of your personal data in automated decision making and profiling**

We don't currently put any pupils' personal information through any automated decision making or profiling process. This means we don't make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice to explain the processing to you, including your right to object to it.

### **3.3 Use of your personal data for filtering and monitoring purposes**

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network (s)

## **4. Our lawful basis for using this data**

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this, which falls under Article 6 and Article 9 of the GDPR (General Data Protection Regulation). This enables the Trust to process information under the Education Act 1996 and Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013 and the Education Act 2005.

Where you've given your consent for us to use your information, you may take back this consent at any time. We'll make this clear when requesting your consent and explain how you'd go about withdrawing consent if you want to.

### **4.1 Our basis for using special category data**

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have got your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

## 5. Collecting this data

While most of the information we collect about you is mandatory (i.e. you have to give us the information), there is some information that can be provided voluntarily.

Whenever we want to collect information from you, we make it clear whether you have to give us this information (and if so, what the possible consequences are of not doing that), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local councils
- Government departments or agencies
- Police forces, courts or tribunals

## 6. How we store this data

We keep personal information about you while you're attending our school. We may also keep it after you stop attending our school, if this is necessary. Our Data Management Policy and Retention Schedule, which is published on the academy and trust website, sets out how long we keep information about pupils.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We'll dispose of your personal data securely when we no longer need it.

## 7. Who we share data with

We don't share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it's legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority, Nottinghamshire County council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies

- Our youth support services provider
- Our regulator, Ofsted
- Suppliers and service providers
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

### **National Pupil Database (NPD)**

We have to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares personal data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

### **7. Immunisations and Vaccinations**

The Department for Education issued guidance (December 2023) explaining that schools must share information with the School Age Immunisation Services (SAIS), who are commissioned by NHS England to deliver school-based immunisation programmes. Information that is to be

shared on request includes a list of eligible children and young people and their parent or carer's contact details to the SAIS team.

The immunisation process is a matter of consent between the pupil, parent and/or carer and the SAIS provider. The school do not take any active role in the process. The obligation to share data is within public task and does not rely upon consent. It is mandatory for the school to share this information.

### **8. Your rights**

#### **8.1 How to access personal information that we hold about you**

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- 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
- 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 (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

#### **8.2 Your other rights regarding your data**

Under UK data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason



- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner’s Office
- Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact us (see ‘Contact us’ below).

### 9. 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 concerns about our data processing, please let us know first.

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

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### 10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Linda Hayes Tel: 07831280405 Email: [DPO@redhillacademytrust.org.uk](mailto:DPO@redhillacademytrust.org.uk)

The **data protection lead** within your academy has the day-to-day responsibility for data protection issues within our school.

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact them:

Mrs L Winters - [wintersl@hallparkacademy.org.uk](mailto:wintersl@hallparkacademy.org.uk)

