

PRIVACY NOTICE - PUPILS

You have a legal right to be informed of how Ambitions Academies Trust (AAT) and Manorside Academy collects, stores and uses personal data relating to pupils. AAT is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations.

To comply with this AAT and Manorside Academy provides you with a privacy notice to explain how it collects, stores and uses your personal data.

1. What information does AAT and Manorside Academy collect?

AAT and/or Manorside Academy collects a range of information about you. Some of the information will come from other places such as other schools, the Local Authority and the Government. This includes:

- your name, address and contact details including email and telephone number;
- your test results;
- your attendance records;
- your characteristics, like your ethnic background or any special educational needs;
- any medical conditions you have;
- details of any behaviour issues or exclusions;
- photographs;
- CCTV images.

2. Why does the organisation process personal data?

AAT and/or Manorside Academy uses this data to help run the Academy including to:

- get in touch with you and your parents when the Academy needs to;
- check how you are 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.

3. The lawful basis on which AAT and Manorside Academy processes this information:

AAT and/or Manorside Academy will only collect and use your information when the law allows them to. Most often, AAT and/or Manorside Academy will use your information where they:

- need to comply with the law;
- need to use it to carry out a task in the public interest (in order to provide you with an education);

Sometimes, AAT and/or Manorside Academy may also use your personal information where:

- You, or your parents/carers have given AAT and/or Manorside Academy permission to use it in a certain way;
- AAT and/or Manorside Academy need to protect your interests (or someone else's interest).

Where AAT and/or Manorside Academy have got permission to use your data, you or your parents/carers may withdraw this at any time. AAT and/or will make this clear when they 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 they can use your data.

4. Collecting this information:

Whilst the majority of information you provide to AAT is mandatory some of it is provided on a voluntary basis. In order to comply with data protection legislation AAT and/or Manorside Academy will inform you whether you are required to provide certain school workforce information or if there is a choice.

5. How does AAT and Manorside Academy protect data?

AAT and SAA takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by AAT employees in the proper performance of their duties. Appropriate restriction levels are in place in management information systems where your data may be held.

AAT and/or Manorside Academy will not transfer your data outside the European Economic Area.

6. Storing this information:

AAT and/or Manorside Academy hold school workforce data in line with the Information Management Toolkit for Schools: irms.org.uk/page/schoolsToolkit.

7. Who AAT and Manorside Academy share this information with:

This information is routinely share with:

- the Local Authority
- the Department of Education (DfE)
- Ambitions Academies Trust

8. Why AAT and Manorside Academy share pupil information:

AAT and/or Manorside Academy do not share information about its pupils with anyone without consent unless the law and AAT policies allow this. AAT share pupils' data with the DfE on a statutory basis.

This data sharing underpins school funding and educational attainment policy and monitoring.

AAT and/or Manorside Academy are required to pass information about pupils to the DfE under regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013.

9. Data collection requirements:

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

Youth Support Services

Once pupils reach the age of 13, AAT and/or Manorside Academy also pass pupil information to the Local Authority and/or provider of youth support 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.

This enables them to provide services as follows:

- Youth support services;
- Careers advisers.

A parent or guardian can request that only their child's name, address and date of birth is passed to their Local Authority or provider of youth support services by informing the Academy. This right is transferred to the child/pupil once s/he reaches age 16.

National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

AAT and/or Manorside Academy are required by law, to provide information about pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD go to:

<https://www.gov.uk/guidance/apply-for-department-for-education-dfe-personal-data>

The DfE may share information about pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information advice or guidance

The DfE has robust processes in place to ensure the confidentiality of data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting data
- the purpose for which it is required
- the level and sensitivity of data requested
- the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process go to:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the DfE has provided pupil information (and for which project) go to:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact the DfE: <https://www.gov.uk/contact-dfe>

10. Requesting access to your personal data

Under the data protection legislation you have the right to request access to information about you that is held by AAT. To make a request for your personal information contact:

Melanie Welch
Office Manager
Tel: 01202 380103
Email: melanie.welch@manorside-academy.co.uk

Or

Tracy Monk
Data Protection Officer
Tel: 01202 736269
Email tracy.monk@aat.education

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 Data Protection regulations

If you have a concern about the way AAT and/or (insert academy name) collect or use your personal data, you should raise your concern with AAT in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

11. Further information:

If you would like to discuss anything in this privacy notice please contact:

Melanie Welch
Office Manager
Tel: 01202 380103
Email: melanie.welch@manorside-academy.co.uk

Or

Tracy Monk
Data Protection Officer
Tel: 01202 736269
Email tracy.monk@aat.education