

Privacy Notice

Students

Privacy Notice, How we use student information

To run the school and help learning and achievement for our students, we collect and use information about our students. The member of staff responsible for day to day data protection issues is referred to as the General Data Protection Regulation (GDPR) Ambassador. The Data Protection Officer (DPO) acts in an advisory capacity.

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR).

This document tells you more about:

The information we collect

What we use the information for

How your information is stored and how long we keep it

What rights you have to the information

What Information do we collect and use about students?

We collect many different categories of information, for example:

Personal details

Contact details

Family details

Admission records

Attendance records

Absence details

Behaviour records

Behaviour management records

Academic progress

Examinations details

Trips and visits

Extra-curricular activities

Photographs of you

Images from CCTV

Files, messages, documents and artwork you have produced

Records of discussions with members of staff

Records of your use of IT systems

In some cases, we will also have:

Information about consultation with other professionals

Information about supporting your learning

Records of any academy equipment loaned to you

Information about plans for career or education choices

Some of the personal data we keep is given greater protection and is known as special category personal data.

Special category data that we collect and use about you includes:

Information about health conditions

Information about sickness related absences

Information about your ethnic origin

Why we collect and use this information

We use the information:

To support the admissions process

To support your learning

To monitor and report on your academic progress

To enable you to take part in exams

To provide appropriate pastoral care

To help us manage any health conditions that may affect your learning

To comply with our legal obligations to share information

To check the quality of our services

The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

Informed consent given by you or your parent or legal guardian [Article 6(1)(a)]

For example: The use of your photographs on our website

To meet a legal requirement [Article 6(1)(c)]

For example: Providing information for the Education Department Census

To protect the vital interests of you or someone else [Article 6(1)(d)]

For example: Giving your family details to emergency services

Delivering a public task [Article 6(1)(b)]

For example: Recording your attendance at the academy each day

Where we use special category data, our use is legal due to one of the following reasons:

Explicit informed consent given by you or your parent or legal guardian [Article 9(2)(a)]

For example: Using your fingerprints to identify you to our IT systems

We are legally obliged to collect and use it [Article 9(2)(b)]

For example: Information about your ethnic origin or any disability

To protect the vital interest of you or someone else [Article 9(2)(c)]

For example: Giving detail of health conditions to the emergency services

Because it is part of delivering a public service [Article 9(2)(g)]

For example: Holding data on any medical condition so that we can help you manage it.

Storing your personal data

Most of the personal data that we collect, and use is added to your Educational Record. This record is kept while you attend school, If you leave then the record will be:

If you move to another school, we will transfer a copy of your records to the new school

We retain a full copy of your record until your 25th birthday. After this we will dispose of all the records securely.

Some personal data is kept for different lengths of time. For example;

Records of your admission are kept permanently. We do this as students often ask us to confirm the dates they attended.

Detailed information about your daily attendance is kept for three years

Information about free school meals is kept for the current year and 6 years

Afterwards.

If you'd like to know how long we keep a specific piece of personal data, please contact the

GDPR Ambassador hose details can be found at the end of this Privacy Notice.

Sharing your personal data

At times we may share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so, or when you have given your consent.

Examples of people we share personal data with are:

Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data:

The Department for Education

The National Pupil Database

Examining bodies

Healthcare, social and welfare organisations

Police forces and Courts

Voluntary and charitable organisations

Our suppliers and service providers

Press and the media

Youth Support Services (Over 13 years)

Careers service

Where we share your personal data with someone who is a supplier or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. You have different rights depending on the legal basis of the information we are using. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the academy's GDPR Ambassador.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries which do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the GDPR Ambassador whose details can be found at the end of this Privacy Notice.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this

and request that a person is involved in the process. You will be given full details of these rights if you request access to your personal data.

Parents or Guardian's rights to access your personal data

For students in Year 7 we will usually ask your parents or guardian to confirm that you can access the personal data. We will also provide your personal data to your parents or guardian if they request it.

Once you reach Year 8 we will usually consider that you can make decisions about your personal data. This means that in most cases you can request access to your personal data and we will not ask your parents for their permission. It also means that we will not normally release your personal data to your parents or guardian without your permission.

There may be occasions where we need to provide personal data to your parents or guardian without your consent. These are likely to occur if there is a concern about your safety. We may also release personal data if your behaviour creates concern for the safety or progress of others.

We will still need to ask permission from your parents or guardian for you to take part in some school and extra-curricular activities. The requirement for this permission overrides the protection of your personal data.

We are required to provide your parents or guardian with an annual report of your progress at the school. We will offer the opportunity for your parents or guardian to come into the academy to discuss this report with your teachers and other members of staff.

Who to contact

If you have any questions about this privacy notice please contact the GDPR Ambassador or the Data Protection Officer. The school has the responsibility to ensure that your personal data is protected. In this capacity, it is called the **data controller**.

We recommend that you contact the school's GDPR Ambassador:

Debra Todd
e: d.todd@todhigh.co.uk

School is required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is
Paula Bailey
p.bailey@todhigh.co.uk

If you have any questions about this privacy notice please contact the GDPR Ambassador or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.