

Privacy notice for parents and carers – use of *your child's* personal data



1. Introduction

Under UK data protection law, individuals have a right to be informed about how our trust 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 **pupils at our school**.

This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights.

Our trust, Akaal Academy Trust Derby, Grange Avenue, Derby DE23 8DG (tel 01332 499011) is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Steve Arundel (see 'Contact us' below).

2. The personal data we hold

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

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion information
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

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

- Any medical conditions we need to be aware of, including physical and mental health
- Photographs and CCTV images captured in school
- Characteristics, such as ethnic background or special educational needs

We may also hold data about your child that we have received from other organisations, including other schools and social services.

3. Why we use this data

We use the data listed above to:

- a) Support pupil learning
- b) Monitor and report on pupil progress
- c) Provide appropriate pastoral care
- d) Protect pupil welfare
- e) Assess the quality of our services
- f) Administer admissions waiting lists

- g) Carry out research
- h) Comply with the law regarding data sharing

3.1 Use of your child's personal data for marketing purposes

We do not currently send marketing information in electronic form to pupils. If this changes in the future we will amend any relevant privacy notices in order to explain the reasons to you, including your right to withdraw consent.

3.2 Use of your child's personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Our lawful bases for processing your child's personal data for the purposes listed in section 3 above are as follows:

The Education Acts of 2011, 2010, 2002 & 1996

Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013

Safeguarding of Vulnerable Groups Act 2006

Articles 6 & 9 of the General Data Protection Regulations

The Data Protection Act 2018

The Data Protection, Privacy & Electronic Communications (Amendments etc) (EU Exit) Regulations 2020

- For the purposes of (b), (c), (d), (e) & (f), in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school as set out above:
- For the purposes of (a), (b), (c), (d), (g) & (h), in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out above:
- For the purposes of (a), (b), (c), & (h), in accordance with the 'consent' basis – we will obtain consent from you to use your child's personal data
- For the purposes of (c) & (d), in accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation
- For the purposes of (a), (b), (c), (d), (g) & (h), in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with your child or to help them enter into a contract with us

Where you have provided us with consent to use your child's data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

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

- We have obtained your explicit consent to use your child's personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your child's 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 manifestly public by you

- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing 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 child's 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 manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about your child is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

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

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals
- Other establishments previously attended
- Health
- Social Care

6. How we store this data

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our record retention schedule sets out how long we keep information about pupils.

The record retention schedule is available by e-mailing the Data Protection Officer (detailed in Section 10 below).

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

We will dispose of your child's personal data securely when we no longer need it.

7. Who we share data with

We do not share information about your child with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with UK data protection law), we may share personal information about your child with:

- Our local authority Derby City 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 – in accordance with our need to process data to fulfil our statutory obligation as a school
- Suppliers and service providers:

HR advice: Flint Bishop LLP St Michael's Court, St Michael's Lane Derby DE1 3HQ.

Other service providers are: ScholarPack, CPoms & YogaBugs.

- 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, tribunals

Transition to Secondary School

Following National Offer day, secondary schools will be able to request the personal data of pupils offered places at their schools. The purpose of processing the data is to ensure that the secondary schools have knowledge of all relevant pupil information and to support pupils during the transition process.

Further processing of the data will be undertaken by agreed, named, third parties, such as, but not limited to, Link ICT Services Ltd, Derby City Council and the School Development Support Agency to enhance the transition support offered to schools and pupils. Details of the sub-processors are available on the School Transition website <https://www.schooltransition.co.uk>

Further information is as follows:

DESCRIPTION	DETAILS
Subject matter of the processing	Transfer of student data between organisations to support students. Processing of user data to allow School Transition to fulfil their services.
Duration of the processing	Data will only be retained for as long as is necessary for the needs of organisations utilising the Transition Portal services and never beyond the duration of our Data Processing Agreement with organisations. This includes subsequent, consecutive Data Processing Agreements. Upon expiry of our final Data Processing Agreement, data will be securely deleted.

DESCRIPTION	DETAILS
Nature and purposes of the processing	<p>The personal data of the data subjects (pupils) will be securely uploaded by the pupil's primary school. Following National Offer day, secondary schools will be able to request the personal data of pupils offered places at their schools. The purpose of processing the data is to ensure that the secondary schools have knowledge of all relevant pupil information and to support pupils during the transition process.</p> <p>Further processing of the data will be undertaken by agreed, named, third parties, such as, but not limited to, Link ICT Services Limited, Derby City Council and the School Development Support Agency to enhance the transition support offered to schools and pupils. Details of these sub processors will be made available on the School Transition website here and any updates to the list of agreed sub processors will be communicated to users of the Transition Portal.</p>
Type of Personal Data	<p>The following types of student personal data will be processed:</p> <ul style="list-style-type: none"> • Personal information (such as, but not limited to, name, unique pupil number, primary and secondary school) • Characteristics (such as, but not limited to, ethnicity, language, nationality, country of birth and free school meal eligibility) • Attendance information (such as, but not limited to, attendance percentages, number of absences and absence reasons) • Assessment information (such as, but not limited to, teacher grade judgement) • Relevant medical information • Special Education Needs information • Behavioural information (such as, but not limited to, exclusions) • Safeguarding information (such as, but not limited to, involvement of other agencies) <p>The following personal data will be held for users of the Transition Portal:</p> <ul style="list-style-type: none"> • Personal information (such as name, job title, email address, employment, IP address, Session IDs) • Interactions between Transition Portal Users and School Transition Limited, such as support tickets raised or queries made with our support team • Information collected automatically relating to the Transition Portal to include information eg a user's IP address, device type, unique device identification numbers and login information, browser-type and version, time zone setting, operating system and platform, broad geographic location (e.g. country or city-level location) and other such technical information.
Categories of Data Subject	<p>The data subjects include and are limited to: primary school pupils transitioning to secondary school; staff members using the Transition Portal.</p>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	<p>Data will only be retained for as long as is necessary for the purpose of transition. Following confirmation that the transition process is complete the data will be securely deleted.</p>

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil 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 third parties, such as other organisations which promote children's education or wellbeing in England. These third parties 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.

7.1 Transferring data internationally

We do not currently transfer, or share, any personal data with international third parties. If this changes in the future we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

8. Your rights

8.1 How to access personal information that we hold about your child

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

If you make a subject access request, and if we do hold information about your child, we will (subject to any exemptions that apply):

- 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
- 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

You may also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances.

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

8.2 Your right to access your child's educational record

The Akaal School provides parental right of access to its pupils' educational records. There are certain circumstances in which this right can be denied, such as if releasing the information might cause serious harm to the physical or mental health of the pupil or another individual.

To make a request, please contact the Data Protection Officer (see Section 10, below).

8.3 Your other rights regarding your child's data

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

- Object to our use of your child's personal data
- Prevent your child's data being used to send direct marketing
- Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

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 concern about our data processing, please raise this with us in the first instance.

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

- Steve Arundel – s.arundel@akaalprimaryschool.org or via the school office.