

GDPR

PRIVACY POLICY - STUDENTS

(SECONDARY)

POLICY DETAILS

Policy Title:	Data Protection Privacy Policy – Students
Staff name and job title:	Mr A Jordan – Deputy Principal
Organisation:	Macmillan Academy
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POLICY REVISION AND APPROVAL HISTORY

Version	Date of review	Date of next review	Comments	Approved by

CONTENTS

<u>SECTION</u>	<u>PAGE NUMBER</u>
1. Introduction 2. The personal data we hold 3. Why we use this data 4. Our legal basis for using this data	4
5. Collecting this information 6. How we store this data 7. Data sharing	5
8. National pupil database 9. Youth support services 10. Transferring data internationally	6
11. Your rights 12. Your other rights over your data 13. Complaints	7
14. Contact us	8

1. INTRODUCTION

- 1.1 You have a legal right to be informed about how our school 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 privacy notice explains how we collect, store and use personal data about you.

We, Macmillan Academy, Stockton Road, Middlesbrough TS5 4AG, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mr Jordan (see 'Contact us' below).

2. THE PERSONAL DATA WE HOLD

- 2.1 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 – like other schools, the local council and the government. This information includes:

- 2.1.1 Your contact details
- 2.1.2 Your test results
- 2.1.3 Your attendance records
- 2.1.4 Your characteristics, like your ethnic background or any special educational needs
- 2.1.5 Any medical conditions you have
- 2.1.6 Details of any behaviour issues or exclusions
- 2.1.7 Photographs
- 2.1.8 CCTV images

3. WHY WE USE THIS DATA

- 3.1 We use this data to help run the school, including to:
- 3.1.1 Get in touch with you and your parents when we need to
 - 3.1.2 Check how you're doing in exams and work out whether you or your teachers need any extra help
 - 3.1.3 Track how well the school as a whole is performing
 - 3.1.4 Look after your wellbeing

4. OUR LEGAL BASIS FOR USING THIS DATA

- 4.1 We will only collect and use your information when the law allows us to. Most often, we will use your information where:
- 4.1.1 We need to comply with the law
 - 4.1.2 We need to use it to carry out a task in the public interest (in order to provide you with an education)
- 4.2 Sometimes, we may also use your personal information where:
- 4.2.1 You, or your parents/carers have given us permission to use it in a certain way
 - 4.2.2 We need to protect your interests (or someone else's interest)

- 4.3 Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we 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 we can use your data.

5. COLLECTING THIS INFORMATION

- 5.1 While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

6. HOW WE STORE THIS DATA

- 6.1 We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law. We have a record retention policy which sets out how long we must keep information about pupils. (This is included as an appendix in our data protection policy which is available on our academy website).

7. DATA SHARING

- 7.1 We do not share information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:
- 7.1.1 Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
 - 7.1.2 The Department for Education (a government department) – to meet our legal duties to share certain information with it, such as your attendance data.
 - 7.1.3 Your family and representatives – if they have a legal right to see the data we hold about you.
 - 7.1.4 Educators and examining bodies – to make sure that you are correctly entered for any qualifications that you are studying.
 - 7.1.5 Our regulator (Ofsted) – that ensures that you are receiving a good quality education.
 - 7.1.6 Suppliers and service providers – so that they can provide you the services we have contracted them for e.g. Frog
 - 7.1.7 Financial organisations – to ensure that we receive the correct funds to provide education at the academy.
 - 7.1.8 Central and local government - to meet our legal duties to share certain information with them
 - 7.1.9 Health authorities – to provide any relevant health service e.g. inoculations.

- 7.1.10 Professional advisers and consultants – to ensure that they have the necessary information to carry out the service that we have contracted them for e.g. analysing exam result data.
- 7.1.11 Police forces, courts, tribunals - to meet our legal duties to share certain information with them such as your attendance data.

8. NATIONAL PUPIL DATABASE

- 8.1 We are required 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](#) (NPD), 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 NPD with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your 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 database.

9. YOUTH SUPPORT SERVICES

- 9.1 Once you reach the age of 13, we are legally required to pass on certain information about you to the local authority, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Your Parents/carers, or you once you're aged 16 or over, can contact our data protection officer to ask us to only pass your name, address and date of birth to the local authority.

10. TRANSFERRING DATA INTERNATIONALLY

- 10.1 Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

11. YOUR RIGHTS

11.1 How to access personal information we hold about you:

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you we will:

11.1.1 Give you a description of it

11.1.2 Tell you why we are holding and using it, and how long we will keep it for

11.1.3 Explain where we got it from, if not from you or your parents

11.1.4 Tell you who it has been, or will be, shared with

11.1.5 Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)

11.1.6 Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you would like to make a request please contact our data protection officer.

12. YOUR OTHER RIGHTS OVER YOUR DATA

12.1 You have other rights over how your personal data is used and kept safe, including the right to:

12.1.1 Say that you don't want it to be used if this would cause, or is causing, harm or distress

12.1.2 Stop it being used to send you marketing materials

12.1.3 Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)

12.1.4 Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it

12.1.5 Claim compensation if the data protection rules are broken and this harms you in some way

13. COMPLAINTS

13.1 We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong. You can make a complaint at any time by contacting our data protection officer.

13.2 To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

13.2.1 Report a concern online at <https://ico.org.uk/concerns/>

13.2.2 Call 0303 123 1113

13.2.3 Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

14. CONTACT US

- 14.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** Mr Jordan (a.jordan@macademy.org.uk)

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.



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