



PRIVACY NOTICE – PARENTS & FAMILIES

Data Collection and Use

The Premier Academy holds the legal right to collect and use personal data relating to children and their families, and we may also receive information regarding them from their previous school, local authority and / or the Department of Education (DfE).

We collect and use personal data for a range of reasons as stated below. All reasons stated are compliant with legal requirements and legitimate interests as set out in the General Data Protection Regulation (GDPR) and UK law (Article 6 and 9):

- Processing is necessary for compliance with a legal obligation.
- Processing is necessary to protect the vital interests of a data subject or another person.
- Processing is necessary for the performance of a task carried out in the public interest.

In accordance with the above, the personal data of children and their families is collected and used to:

- Contact parents / carers by post, email or telephone
- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Assess the quality of our service
- Comply with the law regarding data sharing

Information Collected

The categories of information that the Academy collects, holds and shares include the following:

Personal Data: any information that identifies a living individual, including: name, address, age, gender, pupil numbers, attendance records and assessment information.

Sensitive Personal Data: information relating to: physical and mental health, religion, ethnicity, language, nationality, dietary information, free school meal eligibility, pupil premium, behaviour and exclusion information and SEND status.

Whilst the majority of the personal data you provide the Academy is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Processing Data

The Premier Academy is the data controller of the personal information you provide to us. This means that the Academy determines the purposes for which, and the manner in which, any personal data relating to children and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the Academy to share your data.

Where the Academy outsources data to a third party processor, the same data protection standards that The Premier Academy upholds are imposed on the processor.

Storage

In accordance with the GDPR, the Academy does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Personal data on a child is transferred to a new school on registration; where a child is missing in education the personal data is kept for a minimum of 10 years.

Sharing of Information

The National Pupil Database (NPD) is managed by the DfE and contains information about children in schools in England. The Academy is required by law to provide information about our children to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. This data sharing underpins school funding and educational attainment policy and monitoring.

The DfE may share information about our children from the NDP with third parties who promote the education or wellbeing 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 any data shared from the NDP is maintained.

For further information detailing how the DfE share the pupil, child and workforce data they collect follow the link: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

The Premier Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so.

When legally required / necessary we share personal data with:

- Children's destinations upon leaving the Academy
- The Local Authority
- The NHS – including the school nurse
- LADO and Children's Social Care Services

- ParentMail
- Tapestry
- CAPITA – SIMS
- CONNECT

Rights

Parents and pupils (over the age of 16) have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how the Academy uses your personal data.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Subject Access Request

Under data protection legislation, parents and pupils (over the age of 16) have the right to request access to information about them that we hold. To make a Subject Access Request for your personal information, or to be given access to your child's educational record, you need to make a request in writing to gdpr@tpamk.co.uk

Telephone Calls

Calls made to or from The Premier Academy are recorded and kept for 30 days from the date of the call. This is to ensure security, record keeping and for our staff training purposes.

Emails

If you email us we may keep a record of your contact and your email address and the email for our record keeping of the transaction. For security reasons we will not include any confidential information about you in any email we send to you, unless you consent to this.

We suggest that you keep the amount of confidential information you send to us via email to a minimum.

Website

The Academy website does not store or capture personal information, but merely logs a number called your IP address which is automatically recognised by the system. The system will record personal information if you:

- subscribe to or apply for services that require personal information;
- report a fault and give your contact details for us to respond;
- contact us and leave your details for us to respond.

We employ cookie technology to help log visitors to our website. A cookie is a string of information that is sent by a website and stored on your hard drive or temporarily

in your computer's memory. The information collected is used for the administration of the server and to improve the service provided by the website. No personal information is collected this way. You can reject the use of cookies but you may be asked for information again.

CCTV

We have installed CCTV systems in our buildings, for the purposes of public and staff safety and crime prevention and detection. CCTV is also installed on the outside of our buildings for the purposes of monitoring building security and crime prevention and detection.

In all locations, signs are displayed notifying you that CCTV is in operation. Images captured by CCTV will not be kept for longer than necessary. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

We will only disclose images and audio to other authorised bodies who intend to use it for the purposes stated above.

We operate CCTV and disclose in accordance with the codes of practice issued by the Information Commissioner's Office and the Home Office.

Contact

If you would like to discuss anything in this privacy notice or receive further details of our Data Protection Policy, please contact gdpr@tpamk.co.uk

If you have a concern about the way The Premier Academy and / or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.