



## **UK GDPR PRIVACY NOTICE – CHILDREN & THEIR FAMILIES – MARCH 2024**

Under data protection law, individuals have a right to be informed about how the Academy 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 children and their families enrolled at The Premier Academy.

We, The Premier Academy, are the 'data controller' for the purposes of data protection law.

### **Data Held**

The categories of personal information that we process include the following:

- Personal identifiers and contacts – e.g. name, unique pupil number, contact details and address
- Characteristics – e.g. ethnicity, language and eligibility for free school meals
- Safeguarding information – e.g. court orders and professional involvement
- Special educational needs and disabilities (SEND) information – e.g. any additional needs
- Medical and administration – e.g. doctors' information, general health, dental health, allergies, medication and dietary requirements
- Attendance – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- Assessment and attainment – e.g. any relevant test and exam results
- Behavioural information – e.g. exclusions and any relevant alternative provision put in place Contact details and contact preferences
- Photographs
- CCTV images captured in school

This list is not exhaustive – to access the current list of categories of information the Academy processes, please see the Academy's Data Asset Register, which can be accessed on request.

### **Purpose of Data Collection**

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Here are the reasons we collect your information:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep children safe
- To meet legal duties placed on us by the government

We collect your personal information via the following methods:

- Application/Induction forms
- Medication forms
- Common Transfer Files (CTF) from previous school
- Child protection plans

Pupil data is essential for the Academy's operational use. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with data protection legislation, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

### **Data Storage**

We hold your personal information securely for the set amount of time shown in the Academy's Records Management Policy which can be accessed on request.

## Data Sharing

We do not share information about you with any third party without your consent 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 you with:

- The local authority (LA)
- The Department for Education (DfE)
- Schools that your child goes to after leaving us

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

## Sharing with the DfE

The DfE collects personal information from us and our LA through various collections the Academy is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

## How does the government use your data?

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon numbers of pupils and their characteristics in each school.
- Informs 'short-term' education policy monitoring and school accountability and intervention.
- Supports 'longer-term' research and monitoring of educational policy, e.g. how certain subject choices go on to affect education or earnings beyond school.

To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, click [here](#).

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the NPD. The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE. Information on the NPD is held in an electronic format for statistical purposes and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link: <https://www.gov.uk/guidance/how-to-access-department-for-education-dfe-data-extracts>.

## Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other government departments and agencies
- Organisations fighting or identifying crime
- Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

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

- <https://www.gov.uk/government/publications/dfe-external-data-shares>

### **How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

### **Your Rights**

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

To exercise any of these rights, please contact our Data Protection Officer – [admin@tpamk.co.uk](mailto:admin@tpamk.co.uk)

### **Withdraw Consent & Complaints**

Where the Academy processes your personal data with your consent, you have the right to withdraw your consent at any time. If you change your mind or are unhappy with how the Academy uses your personal data, please contact our Data Protection Officer 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/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Review**

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.