



How we use your information Privacy Notice – Pupils

Part of the Passmores Co-operative Learning Community Trust

Passmores Academy

May 2018



Passmores Academy is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. The Principal acts as a representative for the school with regard to its data controller responsibilities. If you have a concern or would like to speak to the Data Protection Officer, you can contact Ms. Sparrow at Passmores Academy on 01279 770800.

Pupil Privacy Notice - Key Information

This notice contains the key information about **how** and **why** Passmores Academy collects your personal information and **what** we do with that information.

Personal information is information that identifies you and relates to you. For example, information about how well you are doing at school and any information that we need in order to take care of you. Photographs and videos of you also count as your personal information.

We encourage you to read the full version of our pupil privacy notice which is published on the school Policies section of the school website and can be found at www.passmoresacademy.com. We are giving you this notice because you are mature enough to make decisions about your personal information.

The full version includes additional points, such as:

- the rights you have in your information including what decisions you can make about your information;
- for how long the school retains your personal information; and
- our legal grounds for using your personal information.

Our primary reason for using your personal information is to provide you with an education.

We set out below examples of the different ways in which we use your personal information and where that personal information comes from.

- Admissions forms give us lots of personal information. We get information from you, your parents, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we may need to care for any medical needs.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend Passmores Academy or let them know if we have any concerns about your welfare.
- We may share your academic and (where fair) your behaviour records with your parents /carers so that they can support your schooling.
- We may use photographs or videos of you for the Passmores Academy website, social media sites or school prospectus to show prospective pupils what we do here. We may continue to use these photographs and videos after you have left

Passmores Academy. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.

- We publish our sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.
- We may send you information to keep you up to date with what is happening at Passmores Academy. For example, by sending you or others information about events and activities taking place (including fundraising events) and the school newsletter.
- We may keep details of your address when you leave.
- Your image may appear on CCTV footage captured by the cameras around the school.

If you have any questions about how we use your personal information, please speak to the Principal or alternatively, you can speak to your parents who will talk to us on your behalf.

Introduction

This notice is to help you understand **how** and **why** Passmores Academy collects your personal information and **what** we do with that information. It also explains the decisions that you can make about your own information.

We are giving you this notice because you are mature enough to make decisions about your personal information.

If you have any questions about this notice, please talk to the School.

What is "personal information"?

Personal information is information that the School holds about you and which identifies you.

This includes information such as your name, date of birth and address as well as things like medical details and behaviour records. The School may also record your religion or ethnic group. Photos and video recordings of you are also personal information.

How and why does the School collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The School's primary reason for using your personal information is to provide you with an education.

- Admissions forms give us lots of personal information. We get information from you, your parents, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.
- Sometimes we get information from your doctors and other professionals where we need this to look after you.

We collect this information to help the School run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell the appropriate teachers if you are allergic to something or might need extra help with some tasks.
- We may need to share information about your health and wellbeing with the School nurse or counsellors.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend Passmores Academy or let them know if we have any concerns about your welfare.
- We may need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other pupils at the school.
- If you are from another country, we have to make sure that you have the right to study in the UK. We might have to provide information to UK Visas and Immigration who are part of the government.

- Depending on where you will go when you leave us we may need to provide other schools with your information. For example, we may share information about your exam results and provide references. We may need to pass on information about you.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your classmates is injured at school.
- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your information with them if this is relevant to their work.
- If you have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share your academic and (where fair) your behaviour records with your parents/carers so they can support your schooling.
- We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.
- We will monitor your use of school email, the internet and mobile electronic devices. This is to check that you are not misbehaving when using this technology or putting yourself or others at risk of harm. If you would like more information about this, you can read the Acceptable User Policy or speak to the Principal.
- We may use photographs or videos of you for the Passmores Academy website, social media sites or prospectus to show prospective pupils what we do here. We may continue to use these photographs and videos after you have left Passmores Academy. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- If you have concerns about us using photographs or videos of you, please speak to the School.
- We publish our sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.

We sometimes use third parties to handle personal information on our behalf. When this happens, the same data protection standards that Passmores upholds are imposed on the third party.

The following are examples:

- IT consultants who might access information about you when checking the security of our IT network; and
- Use of third party "cloud computing" services to store some information rather than the information being stored on hard drives located on our sites.

If you have any concerns about any of the above, please speak to the Principal.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your information.

Legitimate interests

This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The School relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the School has a legitimate interest in:

- Providing you with an education.
- Safeguarding and promoting your welfare and the welfare of other children.
- Promoting the objects and interests of the School.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.

In addition, your personal information may be processed for the legitimate interests of others. For example, we may use information about you when investigating a complaint made by one of your fellow pupils.

If you object to us using your information where we are relying on our legitimate interests as explained above, please speak to the Principal.

Legal obligation

Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern about your wellbeing to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Vital interests

For example, to prevent someone from being seriously harmed or killed

Public interest

The School considers that it is acting in the public interest when providing education.

Substantial public interest

The processing is necessary for reasons of substantial public interest.

Vital interests:

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims:

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical purposes

This includes medical treatment and the management of healthcare services.

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

If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to the Principal if you would like to withdraw any consent given.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- The local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education including Ofsted (a government department)
- Your family and representatives
- Educators and examining bodies
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants

- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

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](#), 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 database 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.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Essex County Council, 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 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Essex County Council.

Sending information to other countries

We may send your information to countries which do not have the same level of protection for personal information as there is the UK. For example, we may:

- store your information on cloud computer storage based overseas; or
- communicate with you by email when you are overseas (for example, when you are on holiday).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here: http://ec.europa.eu/justice/data-protection/internationaltransfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then, it might not have the same level of protection for personal information as there is the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place, please contact Ms Tina Sparrow, Data Protection Officer at Passmores Academy.

For how long do we keep your information?

We keep your information for as long as we need to in order to educate and look after you. We will keep some information after you have left Passmores Academy in line with retention periods regarding the management of the school and data information.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

The table below shows for how long we keep different types of information about you.

| Type of information | Retention period or the criteria used to determine the retention period |
|---|---|
| Pupil records | Date of birth + 25 years |
| Child Protection information held on the pupil file | Date of birth + 25 years |
| Child Protection information held in separate files | Date of birth + 25 years |
| Special Education Needs files, reviews and Individual Education Plans | Date of birth + 25 years |

What decisions can you make about your information?

From May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights.

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:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- 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)
- Give you a copy of the information

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

Your other rights over your data

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

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

If you require further information you can contact the Principal at Passmores Academy who can give you more information about your data protection rights.

Complaints

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 Ms. Tina Sparrow, Data Protection Officer at Passmores Academy. Telephone 01279 770800 or emailgdpr@pclc.co.uk

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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

Further information and guidance

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: <https://ico.org.uk/>