

GDPR - Privacy Notice for Parents and Carers

Introduction

This notice is to help you understand **how** and **why** we collect personal information about your child and **what** we do with that information. It also explains the decisions that you can make about your child's information.

The Reach Academy Feltham is the data controller of the personal information you provide to us. This means the academy determines the purpose for, and the manner in which, any personal data relating to students and their families are to be processed.

What is "personal information"?

Personal information is information that the academy holds about your child and which identifies them. This includes information such as their name, date of birth and address as well as things like exam results, medical details and behaviour records. The academy may also record your child's religion or ethnic group. CCTV, photos and video recordings of them are also personal information.

How and why does the academy 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 academy's primary reason for using your child's personal information is to provide them with an education.

Admission forms give us lots of personal information. We get information from you, your children, their teachers and other students. Your child's old school also gives us information about them so that we can teach and care for them.

Sometimes we get information from their doctors and other professionals where we need this to look after them.

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

- We need to tell the appropriate teachers if your child is allergic to something or might need extra help with some tasks.
- We use CCTV to make sure the academy site is safe. CCTV is not used in private areas such as changing rooms.
- We may need to report some of their information to the government. For example, we may need to tell the local authority that your child attends the academy or let them know if we have any concerns about their welfare.
- We may need information about any court orders or criminal matters which relate to your child. This is so that we can safeguard their welfare and wellbeing and the other students at the academy.
- If your child is from another country we have to make sure that they 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 your child will go when they leave us we may need to provide their information to other schools, colleges and universities or potential employers. For example, we may share information about your child's exam results and provide references. We may need to pass on information which they need to look after your child.
- When they take their GCSEs we will need to share information about your child with examination boards. For example, if your child requires extra time in exams.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry.
- Occasionally we may use consultants, experts and other advisors to assist the academy in fulfilling its obligations and to help run the academy properly. We might need to share your child's information with them if this is relevant to their work.
- If your child has 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 some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your child's academic and behaviour records with you or education guardians so you can support their schooling.
- We will only share their 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 child's use of email, the internet and mobile electronic devices e.g. iPads. This is to check that they are not misbehaving when using this technology or putting themselves at risk of harm.
- We may use photographs or videos of your child for the academy's website and social media sites or prospectus to show prospective students what we do here and to advertise the academy. We may continue to use these photographs and videos after they have left the academy.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We publish our public exam results, 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.
- For providing urgent medical treatment or for healthcare services.
- We will share information about your child's health, academic progress and other school-related matters (such as newsletters and notification of events) with you by email, phone or text messaging.

Changing schools

As per The Education (Pupil Information) (England) Regulations 2005, we are required to pass pupil information on to schools / academies that the pupil goes on to attend after leaving us via the Department for Education's 'School to School' (S2S) secure data transfer website. This also acts as a temporary information depository where a pupil has left us and the destination is not known to us.

Free school meal / pupil premium assessment

We encourage parents to see if their child is eligible for free school meals or pupil premium as the academy receives additional funding if they are. Our pupil premium assessment form asks for NI

(National Insurance) or NASS (National Asylum Support Service) number. We can start the assessment process at the academy office via Babcock's securely encrypted website; this significantly speeds up the administrative process. At times we may use a third party, such as the local authority, to check eligibility of all children using the form We use the information on the form to assess free school meal and pupil premium eligibility via the free school meals eligibility checker which provides us with a certificate for anyone who is eligible. We will hold the form with NI information on it while the child remains at the Academy. This enables us to check our data on eligibility is up to date.

Our legal grounds for using your child's information

This section contains information about the legal basis that we are relying on when handling your and your child's information and processing their data.

Legal obligation

Reach Academy Feltham holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous academy, LA and/or a DfE educational establishment. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK Law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Where the academy needs to use your child's information in order to comply with a legal obligation. We may also have to disclose their information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Specifically, the academy has a legal obligation in:

- Providing your child with an education.
- Safeguarding and promoting your child's welfare and the welfare of other students.
- Promoting the objects and interests of the academy.
- Facilitating the efficient operation of the academy.
- Ensuring that all relevant legal obligations of the academy are complied with.

Public interest

The academy considers that it is acting in the public interest in order to provide education.

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.

Consent

We may ask for your consent to use your child's information in certain ways. If we ask for your consent to use your child's personal information you can take back this consent at any time. Any use of your child's information before you withdraw your consent remains valid.

Special categories

The academy must also comply with an additional condition (article 9 GDPR) where it processes special categories of personal information. These special categories include personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Who do we share your child's information with?

In some cases, your child's data will be outsourced to a third-party processor. However, this will only be done with your consent, unless we are required share your child's data to fulfil our legal obligation in educating your child. Where the academy outsources data to a third-party processor, the same data protection standards that academy upholds are imposed on the processor.

We routinely share student information with:

- You
- Schools that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Examination boards
- Child welfare services

Department of Education (DfE)

We are legally required to share student's data with the DfE on a statutory basis. This data sharing underpins academy funding and educational attainment policy and monitoring.

Youth support services

Once our students reach the age of 13, we also pass pupil information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services; and
- careers advisers.

You can request that only your child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to your child once they reach the age 16.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and examination boards.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the academy census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics; and
- providing information, advice or guidance.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data

To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For how long do we keep your child's information?

We will keep a record of the majority of your child's personal information until they are 21 years old. However, in some circumstances we may keep information for a longer time. We would only do this if we had a good reason and only if we are allowed to do so under data protection law. For example, we are legally required to keep any special educational needs files until your child is 25 years old.

What decisions can you make about your child's information?

Your rights are as follows:

- If information is incorrect you can ask us to correct it.

- You can also ask what information we hold about your child and be provided with a copy. We will also give you extra information, such as why we use this information about them, where it came from and what types of people we have sent it to.
- You can ask us to delete the information that we hold about your child in certain circumstances. For example, where we no longer need the information.
- You can ask us to send you, or another organisation, certain types of information about your child in a format that can be read by computer.
- Our use of information about your child may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- Where the processing of your child's data is based on your consent, you have the right to withdraw this consent at any time.

Subject Access Requests

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- 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 or your child
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

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

Concerns/Complaints

If you have any concerns about the way Reach Academy Feltham or the DfE is collecting or using your child's personal data, you can raise a concern with the academy's Data Protection Officer by phone or email:

Phone: 02088931099 or Email: Hannah.whittenham@reachacademy.org.uk

Or with the Information Commissioner's Office (ICO). Phone: 0303 123 1113 Monday-Friday 9am-5pm.

Declaration

I/we (parent/carer) declare that I understand Reach Academy Feltham:

1. Has a legal interest to collect and process my child's personal data in order to meet statutory requirements and has explained how it will be used.
2. May share my child's data with the DfE, and subsequently the LA.
3. Will not share my child's data to any other third parties without my consent, unless an exception applies (performance of a contract, our legal obligation, vital interest or public interest).
4. Will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed and that I can withdraw consent by contacting the school's front office.
5. Retains my child's data in line with the school's GDPR Data Protection Policy.
6. Has explained my rights to the processing of my child's personal data.
7. Explained where I can find out more information about the processing of my child's personal data.

Name of Student		Form	
Name of parent/carer			
Signed by parent/carer		Date	