



Data Protection Privacy Notice for Pupils

Global Academy

Approved by:

Date:

Last reviewed on:

Next review due by:

1. Privacy notice for pupils

This privacy notice explains how we collect, store and use personal information about you.

Our data protection officer is Kamla Jassal (see 'Contact us' below).

2. The personal information we hold

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:

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

3. Why we use this information

We use these details to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your safety and wellbeing

4. Our legal basis for using this information

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your information, you or your parents/carers may change your mind at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

5. Collecting this information

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 information, we will explain what might happen if you don't.

6. How we store this information

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 so by law.

We have a records management policy which sets out how long we must keep information about pupils.

This policy can be found on the schools website, and can also be requested from your tutor or reception.

7. Data sharing

We may share personal information about you with:

- Our 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 (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator (the organisation or "watchdog" that supervises us) e.g. Ofsted
- 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
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

We will only do this where there is a legal obligation for us to provide your information or we believe it is in compliance with data protection rules.

8. 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 information.

You can find more details 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.

9. Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to the relevant local authority¹, 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 the relevant local authority¹.

10. Transferring data internationally

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 and put steps in place to keep it safe and secure.

11. Your 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'**

If we judge that you can properly understand your rights and what they mean and 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 information 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.

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

12. Your other rights over your information

You have other rights over how your information 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

13. Complaints

We take any complaints about how we collect and use your personal information 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.

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, Wycliff House, Water Lane, Wilmslow, Cheshire, SK9 5AF

14. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the academy's data protection officer:

- Kamla Jassal, Data Protection Officer: Kamla.Jassal@globalacademy.com