

Student Privacy Notice

How we use your personal information

About Us

Sir Robert Pattinson Academy (**the Academy**) is known as the "Controller" of the personal data that we collect about you. This means that we process and hold your information in order to provide you with an education, additional support you may require whilst studying with us and to enable you to participate in trips and extra curriculum activities.

The Academy uses and processes pupil information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as **the GDPR** and the Data Protection Act 2018.

This notice will explain how we use and share your information.

The legal basis for processing your data

We can only process your personal information where we have a legal right to do so under the GDPR. Generally, we rely on the following grounds:

- Article 6(1)(a) – processing is conducted with your **consent** to process personal data for specified purposes
- Article 6(1)(c) – processing is necessary for us to demonstrate **compliance with the law**
- Article 6(1)(d) – processing is necessary to protect your **vital interests**
- Article 6(1)(e) – processing is necessary in exercise of our authority as a provider of education, i.e. it is in the **public interest**
- Article 6(1)(f) – to process your personal data in pursuit of our **legitimate interests**

What personal data do we collect?

We will collect personal data about you in order to help us deliver the right service. The personal data we collect may include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

Why do we collect your personal information?

The Academy holds a wide variety of personal information which can be used in order to deliver your education. The Academy's services include:

- Progress monitoring and target setting
- Educational records
- Pastoral support and safeguarding
- Subject information
- Trips and extra curriculum education
- Health records
- Academy Publicity
- Celebrations of achievements and rewards.

In relation to the above areas, we will process your information for the following purposes (the lawful basis for processing is in brackets):-

- To monitor and report on your progress, set targets and measure academic success (**public interest**)
- To support your learning (**public interest**)
- To allow us to be able to communicate and provide support and benefits appropriate to your needs (**public interest / legitimate interests**)
- To celebrate your success (**legitimate interests**)
- To assess and improve the quality of our services (**legitimate interests**)
- To keep you safe (**vital interests**)

- To meet statutory duties placed on us by the Department for Education (**public interest**)
- To support you in moving on to the next stage of your education/career (**public interest**)
- To ensure that we meet our legal obligations and in order to exercise our statutory powers in the public interest (**compliance with the law**)
- To allow you to participate in extra curriculum trips and activities (Consent)
- Where necessary for the law enforcement function (**Compliance with the law**)
- To provide other services outside of your mainstream education, such as pastoral care (**Consent**)
- To provide a new education institution, such as your new school, with your records (**legitimate interests**)

We will only collect personal data that we need in order to deliver education and support to you. As far as is reasonable and practicable we will ensure that the information recorded is accurate and kept up to date.

How do we collect your personal data?

Information may be collected in many different ways but predominantly as set out below:

On entry in year 7

In year 6 when you are offered a place your parents will be asked to complete an admissions form; your parents and you will need to sign this. We will check this data periodically through your time at the academy. However, if any of the information you provide us on entry changes at some other stage, you, or your parents, must notify us.

Face to Face

If you provide us with information which we feel needs recording for your safety or if we are investigating an incident which happened on site.

Telephone calls

Your parents may contact us and provide us with a change of data or provide us with additional information.

Emails

If you email us we may keep a record of your email address and the email as evidence of the contact. We are unable to guarantee the security of any email initiated by you and we recommend that you use your academy email account. Keep the amount of confidential information you send to us via email to that which is essential only.

CCTV

We have installed CCTV systems around the Academy for the purposes of public and staff safety and crime prevention and detection and abuse of Academy policies. In all locations, signs are displayed notifying you that CCTV is in operation.

We will only disclose CCTV images to others who intend to use the images for the purposes stated above. CCTV images will not be released to the media for entertainment purposes or placed on the internet.

Images captured by CCTV will not be kept for longer than necessary.

Other ways

Information may also be in a number of ways:

- By members of the public, sometimes anonymously
- By another professional organisation involved in providing education or the safeguarding of children.
- By other individuals connected with the Academy, such as pupils, parents, staff and governors

Professional organisations may include other public sector bodies such as health, police services and the County Council. We may also receive information from government bodies and regulators such as the Department of Education.

Who do we share your information with?

The majority of data we share is to allow teachers to support you academically through target setting, tracking programmes and delivering education. Some of you may need additional support from others professional agencies during your time at the academy and your personal circumstances will dictate who we share

your personal data with. Where applicable, we will share your data with organisations that deliver services on behalf of the Academy, such as counselling services.

We will only share your information where it is necessary to do so. The Academy will not share your information without your consent unless the law requires or allows the Academy to do so.

Where necessary we may share your information with the following categories of recipients:

- Healthcare, social and welfare organisations and professionals
- Providers of goods and services
- Professional advisors and consultants
- Department of Education
- Lincolnshire County Council
- Organizers of trips and extra curricula activities
- Police forces, other law enforcement and prosecuting authorities
- Transport
- Parents
- Academy publicity documents
- Other schools and Academies

The National Pupil Database (NPD)

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

We are required by law to provide information about our pupils to the Department of Education as part of statutory data collections such as the school 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.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-userguide-and-supporting-information>.

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

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

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The Department has robust processes in place to ensure the confidentiality of data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the Department 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

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To be granted access to pupil 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 more information about the department's data sharing process, please visit:

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-databaserequests-received>

To contact the Department of Education: <https://www.gov.uk/contact-dfe>

Publicity Documents

The Academy uses photographs of students to advertise the work of the Academy and its students from time to time. Images or recordings of you will not be used without your express and informed consent.

How long do we keep your information for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the Academy's retention

policy or the specific requirements of the organisation who has shared data with us.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need. Retention periods are defined within the Academy's retention guidelines.

How do we keep your data safe?

We have an information assurance framework in place which ensures that appropriate technical and organisational measures are in place to help keep your information secure and to reduce the risk of loss and theft.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training and must comply with a variety of security policies designed to keep your information secure.

Your personal data is not processed outside of the EU by the academy.

Your Rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy. Details of how to make such a request are set out below.

Where we are relying on your consent to process your personal data you are entitled to withdraw your consent at any time.

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

We are obliged to consider and respond to any such request within one calendar month.

Parents Rights and Educational Records

We will share personal and special categories of data to your parent(s) or guardian(s) from time to time, unless you advise us not to in writing. If you do not wish to share your data with a parent or guardian, please contact the Data Protection Officer, whose details appear below.

Parents / guardians have access to personal information through the 'Parent Portal'. If a pupil wishes to restrict or remove their parents' ability to access the parent portal, they should speak to the Data Protection Officer.

The *Education (Pupil Information) (England) Regulations 2005* does not apply to academies. As such, parents do not have a right to see their child's education records unless their child consents under the GDPR. If we receive a request from a parent to access a child's educational records, or other data, we will first seek the child's express consent.

However, the Academy will send its annual report on each pupil to the pupil's parents under the Education (Independent School Standards) (England) Regulations 2010 unless it is agreed otherwise with the parents.

Exercising your rights

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

□ The Data Protection Officer Alicia Goffe at enquiries@SRPA.co.uk

Alternatively, you can contact the academy by writing to:

Sir Robert Pattinson Academy, Moor Lane, North Hykeham, Lincoln. LN6 9AF

Or

Telephone: 01522 882020

Email: enquiries@SRPA.co.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO) www.ico.org.uk

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