



Striving for Excellence: *step-by-step*

One Degree Academy

Privacy Notice - Parents

This policy was last updated March 2022



Introduction

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

One Degree Academy 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 you and your child and which identifies them. This includes information such as name, date of birth, contact details and address as well as, for your child, 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 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 you and your child's personal information is to provide your children 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 examinations 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. All media images will be used inline with the media consent form all parents are given.
- 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 may record medical information such as allergies, medical care given and symptoms. This is to safeguard your child and support medical professionals to help your child.
- We may monitor the temperatures of people entering the building to prevent the spread of viral infections. This information is only recorded if the temperature is of a concern and higher than 37.8 degrees.
- 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, using the details you provide, by email, phone or text messaging, letter and in person.

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. We will post our records to the new school unless we are required to retain them for safeguarding reasons.

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 the London Grid for Learning'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 and 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

One Degree Academy 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, Local Authority and/or a Department for Education educational establishment. We collect and use personal data to meet legal requirements and legitimate interests set out in 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 you or your child's information to comply with a legal obligation.

We may also have to disclose 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 and your child's information with?

In some cases, data will be processed on our behalf by a third-party processor. We have contracts and safeguards with these processors to ensure that Academy 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. Please see below **How the Government uses your data** below for details of this.

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 or if they move to another school, we will pass all the relevant information to that school to hold. 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 would like to make a request, please contact our data protection officer and Chief Operating Officer.

Concerns/Complaints

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

Phone: 02031501144 or Email: DPO@onedegreeacademy.org Labelled: FAO Data Production Officer

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

How Government uses your data

(the following is provided to us by the Department for Education - DfE)

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

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

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

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>.