

## **Privacy Notice for students (also provided to parents and carers)**

**This letter might be difficult for you to understand. You can ask your parents or another adult such as your teacher to help you understand it.**

**It is about how we use information about you and what we do with it. We call this information about you ‘personal data’ or ‘personal information.’**

As your school we need to use information about you. We do this for a number of reasons. This form tells you what information we use about you and why we use it. It is very important that information about you is kept safe. We explain below how the school keeps your information safe.

If you want to know anything about what we do with information about you, then please ask your teacher, or speak to your parent/carer and ask them to contact the school. We also have a person called a Data Protection Officer who works with your school. They can answer questions you have about what the school does with your information. If you or your parent/carer want to speak to them, then you can contact them via: [m.hemingway@outwood.com](mailto:m.hemingway@outwood.com).

### **Who we are**

You already know that your school is part of the Academy Trust called Outwood Grange Academies Trust but we have to tell you that the Academy Trust is the organisation which is in charge of your personal information. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is Outwood Grange Academies Trust, Potovens Lane, Wakefield, WF1 2PF.

### **Policy Statement**

During your time with us, we will use information that we gather in relation to you for various purposes.

Information that we hold in relation to you is known as “personal data”.

This will include data that we obtain from you directly and data about you which we obtain from other people and organisations.

We might also need to continue to hold your personal data for a period of time after you have left the school.

Anything that we do with your personal data is known as “processing”.

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

## What information do we use about you?

• Name	• Telephone and email contact details	• Date of Birth
• Address	• Assessment information	• Details of previous/ future schools
• Unique pupil number	• Behaviour information	• Language(s) you speak
• Eligibility for free school meals	• Attendance information	• CCTV images
• Where you go after you leave school	• Photographs	

We also collect, hold, share and otherwise use some information about you which is called “special category personal data” and we will take extra care to make sure that this is kept safe:

• Racial or ethnic origin	• Religious beliefs	• Special education needs and disability information
• Medical/health information	• Genetic and biometric data	• Information relating to keeping you safe
• Sexual life	• Sexual orientation	• Dietary requirements

## Where do we get this information from?

We will obtain an amount of your personal data from:

- You;
- Your parents/carers
- Teachers and other staff;
- People from other organisations, like doctors or the local authority, for example.

In addition, information is passed to us as part of the transfer of information from your previous school or education setting. This includes information relevant to providing appropriate education and/or safeguarding for you when you start school. This information is normally transferred in hard and/or soft copies in the term prior to you starting at the school.

## How do we use this information?

We use this information for lots of reasons, including:

- To make sure that we give you a good education and to support you during your time

- at our school;
- To monitor and report on your progress;
  - To make sure that we are able to address and support any educational, health or social needs you may have;
  - To make sure everyone is treated equally and fairly;
  - To keep you and everyone at the school safe and secure;
  - To deal with any emergencies involving you;
  - To celebrate your achievements;
  - To provide reports and additional information to your parents/carers;
  - To assess the quality of our services
  - To comply with the law regarding sharing personal data

For students enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Some of these things we have to do by law. Other things we do because we need to so that we can run the school. The General Data Protection Regulations (GDPR) provide a framework of Articles about the use of personal data. We have included a cross reference to the relevant Articles in the information below:

The use of your information for these purposes is lawful for the following reasons:

- We are under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils (Article 6 c).
- Where processing is necessary to protect the safety of you or another person (Article 6(d));
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our students. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information (Article 6 e).
- We will not usually need your permission to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your permission then we will explain to you what we want to do and ask you for permission. This is most likely to be because we are involved in activities which are not really part of our job as a school but we are involved because we think it would benefit you. If you give your permission, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents even if you can make your own decision (Article 6 a)

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you / your parents to provide it, whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we are asking for it, how we plan to use it and provide an alternative if you chose not to provide consent.

## **Why do we use special category personal data?**

We may need to use the information about you which is special where there is a specific reason to do so, for example health and social care purposes (Article 9 h) or to provide you with equal opportunities and treatment (Article 9 g). We will also use this information where you have given us permission to do so (Article 9 a). There may also be circumstances where we need to use your information in relation to legal claims (Article 9 f), or to protect your vital interests and where you are unable to provide your consent (Article 9 c).

## **When we give your information to others**

We will normally give information about you to your parents or main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

We will not give information about our students to anyone without your consent unless the law and our policies allow us to do so.

We may share information about you with:

- Other schools or educational institutions you may attend or require support from, including Local Authorities, to assist them in the exercise of their responsibilities in relation to education, training, youth support and safeguarding purposes;
- Once you reach the age of 13, the law requires us to pass on certain information to the local authority who have responsibilities in relation to the education or training of 13-19 year olds;
- We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them;
- The Department for Education and ESFA, as required by the law;
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors;
- non-LA professionals, medical professionals, educational psychologists, school nurse, school counsellor or CAMHS (Child and Adolescent Mental Health Service);
- Education and homework software systems. Depending on your school this may include systems to help you practice times tables and spellings, to help you with homework or revision in GCSE or A Level subjects or to show you reward points you have earned at school. These systems relate to our public tasks to provide you with an education. If you would prefer to do these activities without using systems your school has put in place, please let your teacher know and we will arrange an alternative for you;
- In order to facilitate this sharing of data between software systems we use an interface called Wonde, with whom we share data, this relates to delivering our public task to provide you with an education;
- Our chosen independent careers service, Careers Inc. The information that is shared allows the careers advisor to provide informed and tailored guidance and advice to each pupil;
- Our chosen uniform supplier, Trutex, in the lead up to you joining the school in YR (primary), Y7 (secondary) or Y3 (junior) to ensure that we can provide you with a free uniform bundle as part of our duty to provide you with an education.

The information disclosed to these people/services may include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities you may have. We do this because these people need the information so that they can support you.

A parent / guardian can request that **only** their child's name, address and date of birth be passed to the local authority by informing the Principal. This right is transferred to the child once he / she reaches the age 16.

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about you to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about you that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education 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 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 you to the DfE as part of statutory data collections such as the school 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.

To find out more about the student information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to [National pupil database: user guide and supporting information - GOV.UK](#).

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
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of your 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 more information about the department's data sharing process, please visit:

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

For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

We do not normally transfer your information to a different country which is outside the European Economic Area. This would only happen if one of your parents lived abroad or if you move to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you and your parents about it and make sure that you are happy for us to send your information. As this is not something we normally do and we don't know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

## **CCTV**

Our academies use Closed Circuit Television cameras for the purposes of monitoring our premises and to support any student behaviour policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

## **Biometric data**

Where cashless canteens are in place, biometric information is collected and used only with consent. This is sought when you join the school.

## **Praising Stars Target Setting**

Target setting for the purposes of Praising Stars reporting is based on an automated process. Once the targets have been auto-generated, they will be subject to checking by the Principal to ensure that they appear appropriate. The targets are generated based on the previous academic performance data provided by your previous educational setting or from assessment of your current abilities.

## **How long we keep your information**

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in your student file. We usually keep these until your 25<sup>th</sup> birthday unless you move to another school in which case we send your file to your new school. We have a policy which explains how long we keep information. It is called a Data Retention Policy and you can find it here [www.outwood.com/policies](http://www.outwood.com/policies) or ask for a copy at the school office. When we no longer need to retain information we will destroy or delete it in a secure manner.

## **Your rights in relation to your personal information held by us**

You have the right to request access to your personal data that we hold about you, subject to a number of exceptions. To make a request for access to your personal data, you should contact: [m.hemingway@outwood.com](mailto:m.hemingway@outwood.com).

Our Data Protection Policy provides further information about making a Subject Access Request for your personal data.

You also have the right in certain circumstances to:

- Ask us to correct any information we have about you if you think it is wrong - please speak to your Learning Manager in the first instance if you believe that any data we hold is incorrect
- Ask us to erase information about you (although we may have good reasons why we cannot do this)
- Ask us to limit what we are doing with your information
- Object to what we are doing with your information
- Ask us to transfer your information to another organisation in a format that makes it easy for them to use
- Change your mind, if we have asked for your consent to use your personal data.

There is more information in our Data Protection Policy or you can ask your Principal.

The policy can be found at [www.outwood.com/policies](http://www.outwood.com/policies) or you can ask for a copy at Student Reception.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office, <https://ico.org.uk/concerns/>

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.