



Privacy Notice for Pupils

Author / Responsible Person	Chief Information Officer
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PRIVACY NOTICE FOR PUPILS

A Privacy Notice 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.' We have tried to make this information as easy for you to understand as possible. However, if you find it difficult to understand you can ask your parents/guardians or another adult such as your teacher to help you.

1. INTRODUCTION

Under UK data protection law, you have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'Privacy Notice' to you where we are processing your personal data. This Notice explains how we collect, store and use personal data about pupils at our school.

The Trust, Future Academies, is the 'data controller' for the purposes of UK data protection law. Our data protection officer is Judicium (see 'Contact us' below).

2. THE PERSONAL DATA 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.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal identifiers and contact details (name, date of birth, identification documents, unique pupil number, contact details and address)
- Details of any support received, including care packages, plans and support providers
- Safeguarding information (court orders and professional involvement)
- Medical records (doctor's information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (results)
- Behavioral information (exclusions and any relevant alternative provision put in place)
- Information about free school meal and pupil premium eligibility
- Information for catering management purposes (e.g. whether you have school meals and how often)
- Information about biometric recognition systems such as cashless catering
- Trips and activities

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Any medical conditions we need to be aware of, including physical and mental health
- Photographs and CCTV images captured in school
- Characteristics, such as ethnic background, or special educational needs (including the needs and ranking)

3. WHY WE USE THIS DATA

As part of Future Academies, we collect and hold personal information relating to our pupils and may also receive information about them from their previous schools, local authorities and/or the Department for Education (DfE). We use this personal data to:

- a) Get in touch with you and your parents when we need to
- b) Support your learning
- c) Monitor and report on your progress
- d) Track how well the school as a whole is performing
- e) Provide appropriate care for you
- f) Assess the quality of our services
- g) To keep children safe (e.g. food allergies, emergency contact details)
- h) To comply with the statutory duties placed on the Trust and/or school by the DfE data collections; and
- i) To keep you and your environment safe (CCTV)

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of your personal data in automated decision making and profiling

We do not currently put your personal information through any automated decision making or profiling process. This means we do not make decisions about you using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

4. OUR LAWFUL BASIS FOR USING THIS DATA

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- a) Consent: the individual has given clear consent to process their personal data for a specific purpose;
- b) Contract: the processing is necessary for a contract with the individual;
- c) Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- d) Vital interests: the processing is necessary to protect someone's life.
- e) Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- f) The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

4.1 Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you are physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you are physically or legally incapable of giving consent
- The data concerned has already been made obviously public by you
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation

5. COLLECTING THIS DATA

While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we want to collect information from you, we make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that), or if you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- a) Local councils
- b) Government departments or agencies
- c) Police forces, courts, tribunals

6. HOW WE STORE THIS DATA

We keep personal information about you while you are attending our school. We may also keep it beyond your attendance at our school if this is necessary. Our Data Retention Policy sets out how long we keep information about pupils.

We have security measures in place to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. WHO WE SHARE DATA WITH

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- a) Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- b) Government departments or agencies
- c) Our youth support services provider
- d) Our regulator, including the Department for Education and Ofsted
- e) Suppliers and service providers:
 - Catering provider, if you wish to be registered on that system
 - Third part education providers, for the purposes of supporting a student's education provision, under contracts with clear data protection requirements
- f) Financial organisations
- g) Our auditors
- h) Survey and research organisations
- i) Health authorities
- j) Security organisations
- k) Health and social welfare organisations
- l) Professional advisers and consultants
- m) Charities and voluntary organisations
- n) Police forces, courts, tribunals

7.1 National Pupil Database

We have 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, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information 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.

8. YOUR RIGHTS

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there is a good reason why we should not):

- a) Give you a description of it

- b) Tell you why we are holding and using it, and how long we will keep it for
- c) Explain where we got it from, if not from you
- d) Tell you who it has been, or will be, shared with
- e) Let you know whether any automated decision-making is being applied to the data (decisions made by a computer or machine, rather than by a person), and any consequences of this
- f) Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- a) Say that you do not want your personal information to be used
- b) Stop it being used to send you marketing materials
- c) Say that you do not want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- d) In some cases, have it corrected if it's inaccurate
- e) In some cases, have it deleted or destroyed, or restrict its use
- f) Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- g) In some cases, be notified of a data breach
- h) Make a complaint to the Information Commissioner's Office
- i) Claim compensation if the data protection rules are broken and this harms you in some way

To exercise any of these rights, please contact us (see 'Contact us' below).

9. COMPLAINTS

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please let us know.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- a) Report a concern online at <https://ico.org.uk/make-a-complaint/>
- b) Call 0303 123 1113
- c) Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. CONTACT US

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**. Our data protection officer is:

Judicium Consulting Ltd
 72 Cannon Street London EC4N 6AE
 Email: dataservices@judicium.com
 Telephone: 0345 548 7000

Our Shared Services Team at Future Academies has responsibility for data protection issues across the Trust. If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact them at:

By email: info@futureacademies.org

By post: Future Academies, Pimlico Academy, Lupus Street, London, SW1V 3AT

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