



PRIVACY NOTICE

The personal data we hold:

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

- Contact details, contact preferences, date of birth, identification documents.
- Results of internal assessments and externally set examinations.
- Student and curricular records.
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs.
- Exclusion information.
- Details of any medical conditions, including physical and mental health.
- Attendance information.
- Safeguarding information.
- Details of any support received, including care packages, plans and support providers.
- Photographs.
- CCTV images captured in school.

Special Category data is more sensitive, and so needs more protection. For example, information about an individual's:

- Race.
- Ethnic origin.
- Politics.
- Religion.
- Trade union membership.
- Genetics.
- Biometrics (where used for ID purposes).
- Health.
- Sex life; or
- Sexual orientation.

In particular, this type of data could create more significant risks to a person's fundamental rights and freedoms; for example, by putting them at risk of unlawful discrimination.

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data?:

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information (as above) we rely upon reasons of substantial public interest (equality of opportunity or treatment). If there is processing or sharing that relies on your consent, we will make this clear to you and ensure we seek your consent.

We use this data to:

- Support student learning.
- Monitor and report on student progress.
- Provide appropriate pastoral care.
- Protect student welfare.
- Assess the quality of our services.
- Carry out research.
- Comply with the law regarding data sharing.

Aspire & Achieve



Positive
Responsible
Successful

Our legal basis for using this data:

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.
- Less commonly, we may also process students' personal data in situations where:
- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

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

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule/records management policy is currently under review and will be updated soonest, it sets out how long we keep information about students.

Data sharing

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

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education.
- The students' family and representatives.
- Educators and examining bodies.
- Our regulator: Ofsted
- Suppliers and service providers – to enable them to provide the service 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.
- Third party providers of information services, where consent has been given
- Contracted providers of services (such as photographers, catering providers, Ricoh (copier/printer)

National Pupil Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

You can also contact the Department for Education with any further questions about the NPD.

Youth support services (age 13 and over)

Once our students reach the age of 13, we are legally required to pass on certain information about them to Buckinghamshire Youth Support Services, as it has legal responsibilities regarding the education or training of 13-19 year-olds under section 507B of the Education Act 1996. This information enables it to provide youth support services and careers advisers.

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. **Please let us know if you give you consent by ticking the relevant box in the Admission Forms Booklet.** This right is transferred to the student once they reach the age of 16.

Youth support services (age 16+)

We will also share certain information about students aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This information enables it to provide post-16 education and training providers, youth support services and careers advisors.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and students' rights regarding personal data

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 13), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

- Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.
If you would like to make a request please contact our Data Protection Regulator (contact details below).

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- Withdraw consent (if applicable).
- Make a complaint to the [Information Commissioners Office \(ICO\)](#).
- Know what we are doing with your information and why we are doing it.
- Ask us to correct any mistakes in the information we hold about you.

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you.
- Have your information transferred electronically to yourself or to another organisation.
- Object to decisions being made that significantly affect you.
- Object to how we are using your information.
- Stop us using your information in certain ways.

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the ICO on individuals' rights under the General Data Protection Regulation.

To exercise any of these rights, please contact our Data Protection Regulator (contact details below).

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 concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Regulators (contact details below).

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

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

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 Regulator:

Insignis Academy Trust c/o Princes Risborough School, Merton Road, Princes Risborough,
Buckinghamshire, HP27 0DR. Telephone: 01844 345496. Email: office@prsbucks.com.

