

Reviewed: January 2019



Privacy Notice for Students

Privacy notice for students

You have a legal right to be informed about how our Academy 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 privacy notice explains how we collect, store and use personal data about you.

We, **Q3 Academies Trust** and the **Academy** in which you belong to, are the 'data controller' for the purposes of data protection law.

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 the Academy.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details;
- Your test results;
- Your external examination results;
- Your attendance records;
- Your characteristics, like your ethnic background or any special educational needs;
- Any medical conditions you have;
- Details of any behaviour issues or exclusions;
- Photographs;
- CCTV images.

Why we use this data

We use this data to help run the Academy, including to:

- Get in touch with you and your parents/carers when we need to;
- Check how you're doing in lessons, Non Exam Assessments (NEAs), exams and work out whether you or your Learning Consultants need any extra help;
- Track how well the Academy as a whole is performing;
- Look after your wellbeing.

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law;
- It is a legitimate interest of the Academy in order to deliver the curriculum to you;
- We need to use it to carry out a task in the public interest (in order to provide you with an education).

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a student at our Academy. We may also keep it after you have left the Academy, until you are 25 years old. This is a legal requirement for schools and Academies.

We have our **GDPR Data Audit**, which sets out more details about how long we must keep information about students.

If you wish to see a copy of the Academy's retention schedule and the documents it relates to, please contact the Data Protection Administrator.

Data sharing

We do not share personal information about you with anyone outside the Academy without permission from you or your parents/carers, unless the law and our policies allow us to do so. In particular, we are legally obligated to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

| 3rd Party | Reason for Sharing |
|---|--|
| Local Authority | To meet our legal obligations and to share certain relevant information with it, such as safeguarding concerns and exclusions. |
| The Department for Education (DfE) and the Education and Skills Funding Agency (ESFA) | To meet our legal obligations |
| The student's family and representatives | To meet our legal obligations for safeguarding and educational purposes. |
| Educators and Examining Bodies | To allow entries for examinations and accreditations. |
| Our regulator(s) [Ofsted, HMI] | To meet our legal requirements and to assess the quality of the institution. |
| Suppliers and service providers (Such as Kerboodle [Oxford University Press] and Edukey [ClassCharts]) | To enable them to provide the service we have contracted them for. |
| Financial organisations (ParentPay for online payments, West Bromwich Building Society for rewards payments) | To set up and pay reward values. To provide the online payment functionality. |
| Central and local government | To meet our legal obligations. |
| Our auditors (Crowe Clark Whitehill) | As part of our legal obligation to annual audit and ensure accuracy of our accounts. |
| Survey and research organisations | To contribute to the national development of education. |
| Health authorities (particularly the NHS) | To meet our legal responsibilities and ensure safeguarding. |
| Security organisations | To meet our legal responsibilities. |
| Health and social welfare organisations | For safeguarding purposes. |

| 3rd Party | Reason for Sharing |
|--|---|
| Professional advisers and consultants | To ensure and develop the quality to provision/education. |
| Charities and voluntary organisations | For safeguarding and curriculum enrichment purposes. |
| Police forces, courts, tribunals | To ensure the safety of our students and to comply with our legal obligations. |
| Professional bodies | To meet our legal and contractual obligations. |
| Prospective Employers (only via written permission) | To confirm details for prospective employers to complete safer recruitment process. |

National Pupil Database

We are required 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 which 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.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Sandwell LEA and its subsidiary departments, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, Post-16 education and training services, and careers advisers.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Sandwell LEA and its subsidiary departments.

Students aged 16+

We will also share certain information about Student 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 enables them to provide services as follows:

- Post-16 education and training providers;
- Youth support services (as above);
- Careers advisers (such as Prospects/Connexions).

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a **'subject access request'**, as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it;
- Tell you why we are holding and using it, and how long we will keep it for;
- Explain where we got it from, if not from you or your parents/carers;
- Tell you who it has been, or will be, shared with;
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person);
- Give you a copy of the information.

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact our **Data Protection Administrator**.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress;
- Stop it being used to send you marketing materials;
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person);
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it;
- Claim compensation if the data protection rules are broken and this harms you in some way.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- 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 Administrator**:

Lynn McIlhone – gdpr@q3academy.org.uk

Q3 Academies Trust
Wilderness Lane
Great Barr
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B43 7SD
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Our **Data Protection Officer** role (DPO) is undertaken by:

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London
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