



"Inspiring a love of lifelong learning"

Privacy Statement for pupils and parents/carers

Learning at Charville is underpinned by our Core Values

Respect

Independence

Self-belief

Honesty

Caring

Determination

Reviewed by: Matthew Wilkinson

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Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

Our trust, Charville Academy is the 'data controller' for the purposes of data protection law.

Our data protection officer is Matthew Wilkinson and we also have an external DPO who is TurnITon Ltd. (see 'Contact us' below).

1. The personal data we hold

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

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

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

2. Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress internally and to appropriate external agencies
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions including waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Make sure our information and communication systems, equipment and facilities (e.g., school computers) are used appropriately, legally and safely.

2.1 Use of your child's personal data in automated decision making and profiling

We do not currently process any pupils' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

2.2 Use of your child's personal data for filtering and monitoring purposes

While your child is in in our school, we may monitor their use of our information and communication systems, equipment and facilities (e.g., school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g., child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect your child's welfare

3.

3.1 Our lawful basis for using this data

We only collect and use pupils' 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 pupils' 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 pupils' personal data, this consent can be withdrawn at any time by the owner. 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 pupils' personal data overlap, and there may be several grounds which justify our use of this data.

3.2 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your child's personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing 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 child's life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

4. Collecting this information

While the majority of information we collect about pupils 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.

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

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals

5. How we store this data

We keep personal information about pupils 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. We keep information about children using the guidelines set out in the Information and Records Management Society's toolkit for schools' document.

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

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

6. Data sharing

We do not share information about pupils 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 pupils with:

- *Our local authority (London Borough of Hillingdon) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *Other local authorities where appropriate e.g., Looked After Children (LAC) – to meet our legal obligations and complete our official task in terms of safeguarding*
- *The Department for Education – to meet our legal obligations to share certain information with it, such as end of year data*
- *The pupil's family and representatives - to complete our official task*
- *Educators and examining bodies- to meet our legal obligations to share information such as end of year data*
- *Our regulator Ofsted – to supply them with any data they require*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for e.g., Timestables Rockstars*

- *Financial organisations including the Education and Skills Funding Agency (ESFA) – to comply with our legal obligation as an academy*
- *Central and local government – to comply with our legal obligation as an academy*
- *Our auditors – to enable them to provide the service we have contracted them for*
- *Survey and research organisations – would we send this out separately*
- *Health authorities – to ensure safeguarding and health of the children*
- *Health and social welfare organisations – to ensure the safeguarding of children – to meet our legal obligations to share certain information*
- *Professional advisers and consultants – to enable them to provide the service we have contracted them for*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals – to meet our legal obligations*
- *Professional bodies – e.g., Behaviour Support Team, Child and Adolescent Mental Health Services (CAMHS)*
- *On occasions we report news relating to attendance and achievements in the newsletter*

7. National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education 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.

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.

8. Parents/Carers and pupils' 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 12), or where the child has provided consent.

Parents/carers also have the right to make a subject access request with respect to any personal data the school holds about them.

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 through a secure site to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

There is no automatic parental right of access to their child's educational record as we are an academy. We have chosen to agree that we will provide parents, or those with parental responsibility access to their child's educational record (which includes most information about a pupil) within one month of receipt of a written request to our Data Protection Officer

9. 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

To exercise any of these rights, please contact our data protection officer.

10. 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 officer.

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

11. 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 lead in school**:

- Data Protection lead – Mr Matthew Wilkinson – dpo@charvilleacademy.org and alternatively we work with TurnITon Ltd to provide our Data protection support.

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.