

St George's Academy

GDPR PRIVACY NOTICE FOR STUDENTS

WHAT IS THE PURPOSE OF THIS DOCUMENT?

St George's Academy Trust is committed to protecting the privacy and security of your personal information.

This privacy notice describes how we collect and use personal information about you during and after your time as a student with the school, in accordance with the General Data Protection Regulation (GDPR).

St George's Academy Trust is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. 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.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are certain types of more sensitive personal data which require a higher level of protection, such as information about a person's health or sexual orientation. Information about criminal convictions also warrants this higher level of protection.

The categories of student information that we collect, hold and share includes:

- Contact details, contact preferences, date of birth, identification documents
- Next of kin and emergency contact details
- Characteristics (such as ethnicity, language, nationality and free school meal eligibility)
- Attendance information
- Exclusion information
- Details of any support received, including care packages, plans and support providers
- Assessment information (such as internal tests, student progress information and examination results)
- Details of any medical conditions (such as allergies to food and medication a student might require)
- Special Education Needs and Disabilities information (such as specific learning difficulties)
- Behavioural information (such as rewards, achievements and exclusions)

- Child Protection information (such as safeguarding records)
- Photographs
- Post 16 information (such as destinations data and grants)

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about you from the following sources:

- You, the student
- From parents/carers
- We may also receive information from other third parties, including other schools, local authorities and the Department for Education.

HOW WE WILL USE INFORMATION ABOUT YOU

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

- Get in touch with, parents, carers when we need to
- Look after student wellbeing
- Support student teaching and learning
- Monitor and report on student progress
- Provide appropriate pastoral care and guidance
- Assess how well students are doing
- Administer admissions waiting lists
- Arrange funding for the placements of Students/Children through sharing information with the Local Authority (LA)
- Comply with legal or regulatory requirements.

Collecting 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 students, we will make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

CCTV

We have installed CCTV for the purpose of student, staff and public safety and crime prevention and detection.

We will disclose CCTV images to others who intend to use the images for the purposes stated above only in exceptional circumstances e.g. in the case of a missing child. CCTV will be processed in accordance with the GDPR principles.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA SHARING

We may have to share your data with third parties.

We require third parties to respect the security of your data and to treat it in accordance with the law.

Why might you share my personal information with third parties?

We will share your personal information with third parties where required by law, where it is necessary to administer the relationship with you and /or your child or where we have another legitimate interest in doing so.

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

- *Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions*
- *The Department for Education (a government department)*
- *Your family and representatives*
- *Educators and examining bodies*
- *Ofsted*
- *Suppliers and service providers – so that they can provide the services we have contracted them for*
- *Financial organisations*
- *Central and local government*
- *Our auditors*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

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 the local authority or youth support services provider in our area, 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 privacy officer to ask us to only pass your name, address and date of birth. This option is included on our consent form which we send home annually.

DATA SECURITY

We have put in place measures to protect the security of your information. Details of these measures are available upon request. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

Third parties will only process your personal information where they have agreed to treat the information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

DATA RETENTION

How long will you use my information for?

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where we are required to by law.

We have a record retention schedule which sets out how long we must keep information about students, which is in line with official guidance.

This is available on request from the data privacy officer. Contact: dataprotection@st-georges-academy.org.

After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

YOUR RIGHTS

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your time with us.

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. 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
 - Tell you who it has been, or will be, shared with
 - Give you a copy of the information
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.
- If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact dataprotection@st-georges-academy.org.

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.

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

No fee usually required

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

What we may need from you

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact dataprotection@st-georges-academy.org. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

DATA PROTECTION OFFICER

We have appointed a data privacy officer (DPO) to oversee compliance with this privacy notice. Our **Data Protection Officer** role is provided by: **GDPR Sentry**.

CONTACT

If you want to see a copy of the information about you that we hold and/or share or wish to discuss anything in this privacy notice, please contact dataprotection@st-georges-academy.org.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns>