

CROFTON ACADEMY PRIVACY NOTICE FOR PUPILS 2018

Crofton Academy

Y8 – Y10 DATA COLLECTION SHEET

PLEASE AMEND IF NECESSARY, COMPLETE GAPS AND RETURN TO SCHOOL AS SOON AS POSSIBLE

BASIC INFORMATION ABOUT THE PUPIL		Legal Surname	
Surname		Middle Name	
Forename		Forename	
Address		Phone	
Post Code			
Email			



WHAT IS DATA?

Data is any information which relates to you - the individual. Personal data is information which can identify you. An example of personal data is your full name, address and date of birth.

We also hold additional data which concern your achievements in school and attendance; and every pupil has a unique number, which you will see more of when you come to do your exams.

WHY DO WE COLLECT AND USE YOUR DATA?

We collect and use information under the General Data Protection Regulations (GDPR). Under the law we can use your data for “**specified, explicit and legitimate purposes**”. We use your data to:

- support your learning;
- monitor and report on your progress;
- provide appropriate pastoral care;
- assess the quality of the services we provide; and
- comply with the law regarding data sharing.

The information which we process about you includes:

- personal information such as name, unique pupil number and address;
- characteristics such as ethnicity, language, nationality, country of birth and free school meal eligibility; and
- attendance information such as sessions attended, number of absences and absence reasons.

THE LEGAL BIT

We process your information in order to “**exercise the official authority vested in us**” to deliver education to you. A lot of the information we have about you is mandatory, which means we are by law allowed to have it, otherwise it would be impossible for us to do our job! Other information is given to us on a voluntary basis and this is when we ask parents/carers/or you for consent; for example racial or ethnic origin, religion, or when we intend to use photographs or biometric finger prints.

STORING YOUR DATA

We hold your data until you reach 25 years. It is then destroyed in a confidential manner. Under the GDPR people can ask to be “forgotten” and for their data to be destroyed, but because we are a school we cannot do that, so any request will be turned down.

WHY WE SHARE PUPIL INFORMATION

We do not share information about you with just anyone and certainly not without consent unless the law and our policies allow us to do so. We are required to share information about you with the Department for Education, and this sharing means that the school will get enough funding for us to be able to educate you.

SO, WHO DO WE SHARE YOUR INFORMATION WITH?

We routinely and/or occasionally share your information with:

- The Local Authority (LA) (i.e. admissions, exclusions)
- Department for Education (DfE)
- Ofsted
- NHS (vaccinations/school nursing service)
- Children First Hub
- Capita SIMS
- Data systems: 4 Matrix; Doodle; ClassCharts; Cpoms
- IT contractor - Alamo
- Police
- Social Services
- Educational Psychology Department
- Children & Adolescent Mental Health Services (CAMHS)
- Other schools/academies/MATs (during pupil transfer)
- Eclipse library records system
- Cunninghams (school catering)
- Examination boards
- Connexions
- Work experience providers
- Offsite learning providers
- Residential trip organisers (and insurers)
- Tempest (school photographers)
- Parentmail
- Renaissance Learning (Accelerated Reading Scheme)
- Skills Funding Agency
- Sixth form colleges & other post-16 providers
- Managing Information Across Partners (MIAP)
- Standards Testing Agency
- Peripatetic agencies (Wakefield Music Services)
- Sheffield University (Discover US Programme)

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under GDPR, both you and your parents/carers have the right to request access to information about you. To make a request for your personal information, or be given access to your educational record you can download a Subject Access Request Form from the “Parents” page of the school website: www.croftonacademy.org.uk or you can write to us.

IN-SCHOOL CONTACT

If you would like to talk to anyone about your data, you need to see your Group Tutor who will arrange for you to speak to Mrs Hewson who is the School’s Data Protection Officer.

GDPR AFTER BREXIT?

Even though the UK is leaving the EU, by the time this happens GDPR will have been incorporated into English law. A new Data Protection Bill is underway, the basis of which will be GDPR.