

# **CHADWELL HEATH ACADEMY**



## **CHADWELL HEATH ACADEMY PRIVACY NOTICE for parents, pupils and family members**

At Chadwell Heath Academy, we are committed to protecting and respecting individuals' privacy. We ask that you read this Privacy Notice carefully as it contains important information on who we are, how and why we collect, store, use and share ("process") personal information, your rights in relation to your personal information and how to contact us and supervisory authorities in the event you have a complaint.

### **Introduction**

#### **1 Personal information**

Your personal information is information that identifies you as an individual and tells us something about you, for example, your name, contact details, family relationships or financial information.

#### **2 Who we are**

Chadwell Heath Academy (the School) is a company limited by guarantee, with company number 07346826, and whose registered office is at Christie Gardens, Chadwell Heath, Romford, Essex, RM6 4RS.

#### **3 Responsibility for data protection**

When we process your personal information we are regulated under European and UK data protection laws and we are responsible as 'controller' of that personal information for the purposes of those laws.

### **The personal information we collect and use**

#### **4 Information collected by us**

The personal information we collect, and the use we make of it, varies depending on our relationship with you. This privacy notice relates to our

processing of personal information belonging to our pupils, their parents (including carers) and other family members. Most of the information is collected from you; some of it is sent to us by the local authority, the Department for Education and local healthcare providers.

#### **4.1 Pupils**

In the course of running the School and delivering educational services we collect the following personal information about pupils such as:

- 4.1.1 name, address, telephone numbers, e-mail address, gender and date of birth, and other information contained in pupils' birth certificates or other forms of identification as described in our in year admissions application form (available on the website);
- 4.1.2 information about family members (including other siblings at the School) and family circumstances (including eligibility for free school meals and pupil premium);
- 4.1.3 nationality (optional), country of birth (optional), ethnicity (optional) and mother tongue.
- 4.1.4 physical and mental health-related information;
- 4.1.5 information relating to social care and safeguarding;
- 4.1.6 special educational needs;
- 4.1.7 cctv, photographs, finger-scans and school meal PIN;
- 4.1.8 academic, disciplinary, admissions and attendance records (including information about any special educational needs or disabilities);
- 4.1.9 references given or received by the School about pupils and information provided by other educational establishments and/or other professionals or organisations working with pupils;
- 4.1.10 academic estimates, targets, assessments, examination scripts and marks;
- 4.1.11 your passport where required for overseas travel.

#### **Parents and other family members**

- 4.2 In the course of running the School and delivering educational services we collect the following personal information about parents;

- 4.2.1 name, address, telephone numbers, e-mail address and relationship to pupil;
- 4.2.2 (occasionally) bank details;
- 4.2.3 (occasionally) information about any court orders or criminal petitions.

## **5 How we use your personal information**

We process this information in relation to:

- 5.1 admission of pupils to the School;
- 5.2 the provision of education services;
- 5.3 ongoing administration of the School;
- 5.4 protecting the welfare and well-being of pupils;
- 5.5 the processing of payments;
- 5.6 the provision of school meals;
- 5.7 the administration of school trips;
- 5.8 identification of pupils and occasionally others;
- 5.9 school photographs;
- 5.10 keeping parents informed of events;
- 5.11 marketing to prospective parents, pupils and the local community;
- 5.12 work experience;
- 5.13 mandatory completion of the school census;

## **6 Who we share your personal information with**

- 6.1 Generally, we will not share your personal information with anyone outside the School (including its employees and governors). However, where necessary, we will share your personal information with:
  - 6.1.1 our or your local authority;
  - 6.1.1 the Department for Education;
  - 6.1.2 Ofsted;

- 6.1.3 the UK Visas and Immigration department, if your child is not of British nationality and we need to make sure that your child has the right to study in the UK;
  - 6.1.4 our third party suppliers as necessary for educational, administration and operational purposes;
  - 6.1.5 suppliers of health and social care and emergency services;
  - 6.1.6 a pupil's former or prospective schools;
  - 6.1.7 third parties involved in the organisation of school trips;
  - 6.1.8 approved commercial photographers;
  - 6.1.9 our business education partners.
- 6.2 In addition, we will share your personal information with law enforcement or other authorities if required by applicable law.
- 6.3 **Why we regularly share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

#### **Youth support services**

**Pupils aged 13+** - Once our pupils reach the age of 13, we also pass pupil information to our 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 such as youth support services and careers advisers

- 6.4 The information shared is limited to the pupil'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. This right is transferred to the pupil once they reach the age 16. Data is securely transferred to the youth support service

**Pupils aged 16+** - We will also share certain information about pupils aged 16+ our 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 such as post-16 education and training providers, youth support services, careers advisers. Data is securely transferred to the youth support service

- 6.5 The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

## 7 **Whether information has to be provided by you, and if so why**

- 7.1 The provision of your personal information is necessary to enable us to deliver education and related services.
- 7.2 When the services and, therefore, the provision of the relevant personal information are optional, we will inform you at the point of collection.

## 8 **How long your personal information will be kept**

We will keep personal information for no longer than necessary to educate and look after each pupil and in accordance with the School's data retention policy, available on the website.

## 9 **Reasons we can collect and use your personal information**

- 9.1 We rely on a number of different lawful bases in order to collect and use your personal information, as follows.
- 9.2 **Contract:** some of our processing is necessary for the performance of a contract to which you are a party, for example, with a commercial photographer who takes school photographs;
- 9.3 **Legal obligation:** some of our processing is necessary for compliance with a legal obligation to which we are subject. For example, we are obliged to complete regular school census forms, to report safeguarding concerns to Children's Services, on occasions we provide pupil details information to the local authority and (sometimes) to disclose information in response to a court order.
- 9.4 **Vital interests:** on very rare occasions, it may be necessary for us to use your personal information to protect you or someone else from risk of death or serious injury.

- 9.5 Public task:** much of our processing is necessary for the performance of a task carried out in the public interest, particularly in relation to the provision of education.
- 9.6 Legitimate interests:** much of our processing is necessary for the purposes of our, your or a third party's legitimate interests, for example: the organisation of school trips and school photographs; our marketing activities to promote the School including maintaining relationships with parents, former pupils, and the local community and for fundraising; the provision of career services and extra-curricular activities to pupils; the provision and receipt of pupil references; the provision of appropriate pastoral support and care; and to obtain appropriate professional advice and insurance for the School.
- 9.7 Consent:** in limited circumstances, we will not process personal information without your prior consent, for example, the use of photographs of pupils for marketing purposes. You can withdraw your consent at any time. Any use of your information before you withdraw your consent remains valid.

## **10 Transfer of your information out of the EEA**

- 10.1** We organise an occasional school trip outside the EEA for pupils. In order to arrange this, we may need to transfer pupil information (name, age, medical, health or dietary information) to travel agents, tour operators, airline and other transport companies, and providers of accommodation located outside of the EEA.
- 10.2** Non-EEA countries do not generally have the same data protection laws as the United Kingdom and EEA. However, where possible, we will share personal information only with countries which have been determined by the EU to provide adequate data protection safeguards. Where this is not the case, we will only share personal information with non-EEA organisations with your prior explicit consent under article 49.1(a) of the General Data Protection Regulation.

## **11 Keeping your personal information secure**

- 11.1** We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

- 11.2 In particular, digital copies of sensitive personal information are held in encrypted form and paper copies are kept in locked cabinets and the building is alarmed.
- 11.3 We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Exercising your rights and contacting us**

## **12 Your rights**

- 12.1 Under data protection laws you have a number of important rights free of charge. In summary, those include the right to:
  - 12.1.1 access to your personal information and to certain other supplementary information that this Privacy Notice is already designed to address;
  - 12.1.2 require us to correct any mistakes in your information which we hold;
  - 12.1.3 require the erasure of personal information concerning you in certain situations;
  - 12.1.4 receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit that information to a third party in certain situations;
  - 12.1.5 object at any time to processing of personal information concerning you for direct marketing;
  - 12.1.6 object in certain other situations to our continued processing of your personal information
  - 12.1.7 otherwise restrict our processing of your personal information in certain circumstances.
- 12.2 For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individuals rights under the General Data Protection Regulation.
- 12.3 If you would like to exercise any of those rights, please:

- Email us at [office@chadwellacademy.org.uk](mailto:office@chadwellacademy.org.uk) or write to us at Chadwell Heath Academy, Christie Gardens, Romford, RM6 4RS. All correspondence should be marked for the attention of our Data Protection Officer.

12.3.1 let us have enough information to identify you;

12.3.2 let us have proof of your identity and address (a copy of your driving licence or passport and a recent utility or credit card bill); and

12.3.3 let us know the information to which your request relates.

12.4 If you would like to unsubscribe from any marketing material you receive from us you can do so by contacting us at [office@chadwellacademy.org.uk](mailto:office@chadwellacademy.org.uk). It may take up to 10 working days for this to take place.

### **13 How to complain**

13.1 We hope that we can resolve any query or concern you raise about our use of your information. Please contact our Data Protection Officer in the first instance.

13.2 You also have the right to complain to the UK Information Commissioner, who may be contacted at <https://ico.org.uk/concerns/> or by telephone on: 0303 123 1113. If you live or work elsewhere in the EU or EEA, you can also complain to your local supervisory authority.

### **14 Changes to this privacy notice**

We may change this privacy notice from time to time. We will notify you of significant changes by parentmail.

### **15 How to contact us**

If you have any questions about this privacy notice or the information we hold about you, please contact our Data Protection Officer by sending an email to [office@chadwellacademy.org.uk](mailto:office@chadwellacademy.org.uk) or write to us at Chadwell Heath Academy, Christie Gardens, Romford, RM6 4RS. or calling 02082525151