



# WESTBOURNE ACADEMY

## GDPR Privacy Notice for Parents & Carers

### Introduction

Under data protection law you have a right to be informed about how we use any personal data that is held about you. This privacy notice is designed to provide you with that information and to make sure that we, Academy Transformation Trust, and our academies, are complying with the law.

### Data Controller and Data Processors

Academy Transformation Trust is the data controller for the purposes of data protection law. We are therefore the organisation in charge of how your personal information is collected and used. Your academy, along with some authorised third-party organisations (such as ParentPay) collect, process and 'use' data on our behalf and are therefore data processors. The postal address of Academy Transformation Trust is Unit 4 Emmanuel Court, Reddicroft, Sutton Coldfield B73 6AZ. If you want to contact us about your personal information you can contact the Data Protection Lead within the academy. You can speak to them in school, or you can leave a letter at reception or send one by post.

The Trust's Data Protection Officer is Clare Plant, who can be contacted at [DPO@attrust.org.co.uk](mailto:DPO@attrust.org.co.uk). We will ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is stored for no longer than necessary.

### The Categories of Personal Data We Hold

We hold information about you to make sure that we can help your child to learn and keep them safe while they are at school. We may also hold information about you to enable the smooth functioning of academy administrative systems. For the same reasons, we also get information about you from some other places, such as other schools, professional bodies, or the courts.

We hold information, including:

- Personal information- your name, address and contact details and relationship or marriage status
- Financial details- such as bank or credit card details or eligibility for free school meals
- Information from social services- relating to safeguarding, usually, or care status
- Details of your relationship with your child- which may include details relating to court orders
- Other information, including photographs, images on CCTV and biometric data (in some cases).

We may also use special categories of data such as gender, age, ethnicity, sex or sexual orientation, religious or similar beliefs, information about health conditions, genetic information and biometric data. This information is subject to additional requirements.

### Why We Use this Data

We use this data where required to by law, including:

- To provide reports and other information required by law in relation to the performance of your child
- To raise or address any concerns about safeguarding to other government agencies including the police
- To obtain relevant funding for the school
- To provide or obtain additional services which may include services or support for your family.

Where the law otherwise allows us to carry out a task in the public interest, including:

- To confirm your identity
- To communicate matters relating to the academy to you
- To safeguard you, our pupils and others
- To enable payments to be made by you to the academy
- To ensure the safety of individuals on our sites
- To aid in the prevention and detection of crime
- Where we otherwise have your consent to do so – while the majority of our processing of personal data does not require your consent, we will inform you if your consent is required and seek that consent before any processing takes place; we will also inform you of the consequences of your not giving consent.
- We may process special category personal data in relation to you
- Where the processing is necessary for reasons of substantial public interest, including for the purposes of equality of opportunity and treatment

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- Where the processing is necessary to ensure your health and safety while on site, including making any reasonable adjustments in respect of disabilities
- Where we otherwise have your explicit consent in writing.

There may also be circumstances where we need to use your information in relation to legal claims or to protect your vital interests or those of your child. In these cases, it will not always be possible to seek your consent.

### **Our Lawful Basis for Using this Data**

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

- We need to comply with the law
- We need to use it to carry out a task in the public interest (this includes providing your child with an education).

Sometimes we will also use your personal information where:

- You have given us permission (known as consent) to use it in a particular way
- We need to protect your (or someone else's) health interests.

If we ask for permission from you to use information, you can withdraw this permission at any time. We will make this clear when we ask for permission and tell you how to go about withdrawing it.

Some of our reasons for using data overlap, and there may be several reasons that justify our use of your data.

### **How We Store the Data**

We will keep personal information about you while your child is a student at one of our academies. We may also keep it after they have left where we are required to by law. You can find out how long we will keep your information in the 'retention and destruction of data' section of our Data Protection Policy. We may keep information about you in a variety of formats, including on paper, electronically or in the form of video or audio recordings.

### **Data Sharing**

We will not share personal information about you with any third party without your permission unless the law and our policies allow us to. Where it is legally required, or necessary for another reason under data protection law, we may share personal information about you with:

- The local authority – to meet our legal obligations in regard to areas such as safeguarding
- The Department for Education – to meet our legal obligations in regard to areas such as the School Census
- Suppliers and service providers – to enable them to provide the service for which they are contracted by us
- Health and welfare organisations – to enable us to comply with our statutory duties in regard to care and safeguarding, including:
  - Therapists and/or clinical psychologists
  - Medical or counselling staff within the academy
  - CAMHS (Children and Adolescent Mental Health Services)
  - Social care • Education welfare officers (EWOs).
  - Police forces, courts, or tribunals – in order to uphold law and order.

The personal data of employees, parents or visitors to school may be shared with NHS/Public Health Agencies where relevant to the Covid pandemic.

### **Your Rights**

We only keep your information for as long as we need to or for as long as the law requires us to. You can find out more about how long we keep information in the 'retention and destruction of data' section of our Data Protection Policy.

You have other rights in relation to your personal data:

- You can ask us for a copy of the information we have about you by making a 'subject access request' via the DPL in your academy
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although there may be a good reason why we cannot always do this) • You can ask us to limit what we do with your information (again, we may not always be able to agree to limit what we do if there is a legal reason why we cannot)
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

You can find out more information about these rights in our Data Protection Policy or by asking your DPL.

## Contact and Complaints

You can contact the Trust DPO by emailing [DPO@attrust.org.uk](mailto:DPO@attrust.org.uk). If you have a complaint about how we are handling your personal data, you should address it using our complaints policy. Address your concern in the first instance to the DPL at your academy, or to the DPO at the address above. You can also complain to the Information Commissioner's Office in one of the following ways:

- [www.ico.org.uk/concerns](https://www.ico.org.uk/concerns)
- Call 0303 123 1113
- Write to the Information Commissioner's Office, Wycliffe House, Water Lane, WILMSLOW SK9 5AF



# WESTBOURNE ACADEMY

## GDPR Privacy Notice for Students

### Introduction

Under data protection law you have a right to be informed about how we use any personal data that is held about you. This privacy notice is designed to provide you with that information and to make sure that we, Academy Transformation Trust, and our academies, are complying with the law.

### Data Controller and Data Processors

Academy Transformation Trust is the data controller for the purposes of data protection law. We are therefore the organisation in charge of how your personal information is collected and used. Your academy, along with some authorised third-party organisations (such as ParentPay) collect, process and 'use' data on our behalf and are therefore data processors. The postal address of Academy Transformation Trust is Unit 4 Emmanuel Court, Reddicroft, Sutton Coldfield B73 6AZ. If you want to contact us about your personal information you can contact the Data Protection Lead within the academy. You can speak to them in school, or you can leave a letter at reception or send one by post.

Our Trust's Data Protection Officer is Clare Plant, who can be contacted at [DPO@academytransformation.co.uk](mailto:DPO@academytransformation.co.uk). We will ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is stored for no longer than necessary.

### The Categories of Personal Data We Hold

We hold information about you to make sure that we can help you to learn and keep you safe while you are at school. For the same reasons, we also get information about you from some other places, such as other schools, the local authority, and the government. We hold information including:

- Personal Information- your name, unique student number, address and contact details and details of your parents or carers
- Your Characteristics- such as ethnicity, language, nationality, country of birth and religion
- Attendance Information- such as the number of sessions attended and reasons for absence
- Information from Social Services- relating to safeguarding, usually, or care status
- Test Results- including national curriculum assessment results and internal exam results
- Special educational needs information and free school meal eligibility
- Information about any relevant medical conditions or needs you may have
- Details of any behaviour issues or exclusions
- Details of where you move on to after leaving us (your 'destination')
- Other information, including photographs, images on CCTV and biometric data (in some cases).

### Why We Use this Data

We use this data to help run our academies, including to:

- Support your learning
- Look after your wellbeing
- Check how you are doing in exams and work out if you need extra help
- Report on your progress
- Get in touch with your parents or carers if we need to
- Track how well the academy is performing
- Provide pastoral care
- Protect vulnerable individuals
- Prevent and detect crime
- Provide references for employment.

### Our Lawful Basis for Using this Data

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

- We need it to comply with the law
- We need to use it to carry out a task in the public interest (this includes providing you with an education).

Sometimes we will also use your personal information where:

- You, or your parents/carers have given us permission (known as consent) to use it in a particular way
- We need to protect your (or someone else's) health interests.

If we ask for permission from you and/or your parent/carer to use information, you can withdraw this permission at any time. We will make this clear when we ask for permission and tell you how to go about withdrawing it. Some of our reasons for using data overlap, and there may be several reasons that justify our use of your data.

### **Collecting the Information**

In most cases, you and/or your parent/carer will provide the data we use. Sometimes, you can choose whether to give it to us. Sometimes, we also get information from previous schools, the Department for Education, or the local authority.

If you are over the age of 14 when you enrol with us, the Learning Records Service will also give us the unique learner number (ULN) and may also give us details about your qualifications. We will always tell you if you have a choice about whether to provide information. If you do not have a choice, we will also explain what will happen if you do not provide it.

We will usually ask your parent/carer to also give permission if we need to use your information for a reason that requires it, but if we believe you can understand what is being asked, then the decision to give permission will be yours.

### **How we Store the Data**

We will keep personal information about you while you are a student at one of our academies. We will also keep it after you have left where we are required to by law. You can find out how long we will keep your information in the 'retention and destruction of data' section of our Data Protection Policy. We may keep information about you in a variety of formats, including on paper, electronically or in the form of video or audio recordings.

### **Data Sharing**

We will not share personal information about you with any third party without your permission unless the law and our policies allow us to. Where it is legally required, or necessary for another reason under data protection law, we may share personal information about you with:

- The local authority, to meet our legal obligations in areas such as safeguarding
- The Department for Education, to meet our legal obligations in areas such as the School Census
- Your family or representatives, in case of emergencies such as a health matter
- Schools or educational institutions you may move on to, in the interests of continuing to deliver the public interest of providing education
- Youth Support Services, as they have legal responsibilities regarding the education and training of 13–19-year-olds
- Other education organisations and exam boards, where this is necessary for the purposes of providing education
- Suppliers and service providers, to enable them to provide the service for which they are contracted by us
- Health and welfare organisations, to enable us to comply with our statutory duties regarding care and safeguarding, including:
  - Therapists and/or clinical psychologists
  - Medical or counselling staff within the academy
  - CAMHS (Children and Adolescent Mental Health Services)
  - Social care
  - Education welfare officers (EWOs)
  - Police forces, courts, or tribunals, to uphold law and order.

The personal data of employees, parents or visitors to school may be shared with NHS/Public Health Agencies where relevant to the Covid pandemic.

### **Department for Education (DfE)**

We are required to provide information about you to the DfE as part of data collections such as the School Census. To find out more about the information we are required to share please go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Some of this information is then stored in the National Pupil Database, which is managed by the DfE and provides information on how schools are performing. The data is held electronically so that it can be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The DfE 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 regarding how they use your data. For more information about the DfE's data sharing process, please visit <https://www.gov.uk/dataprotection-how-we-collect-and-share-research-data>. To contact DfE please visit <https://www.gov.uk/contact-dfe>.

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## **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 your area as it has legal responsibilities regarding the education and training of 13- to 19-year-olds. This information enables them to provide youth support services, post-16 education and training services and careers advice. If you (once you are 16 or over) or your parent/carer do not wish this information to be passed on, you can contact us to tell us that you do not wish this information to be shared. You can do this by contacting the DPL at your academy.

## **Transferring Data Internationally**

If we need to share information about you with an organisation that is based outside the European Economic Area (EEA), we will protect your data by following data protection law. In practice, this would only happen if one of your parents lives abroad, or if you move to a school outside the EEA. If this happens, we will take extra steps to ensure that we can transfer your data securely. We will, for example, look at whether the country in question has good data protection laws. If we cannot be sure, then we will talk to you and/or your parent/carer to make sure you are happy for us to transfer the information. We will always tell you if we feel we have a need to transfer any information about you internationally.

## **Photographs and Media**

We may take photographs of you during normal academy activities. We will always make you aware when this is happening and tell you the reason why photographs are being taken. In most cases, we will only use the photographs for purposes related to your education, such as the compilation of class lists, or your identification on items such as security passes. In such cases, there is a clear lawful basis for doing so in pursuit of the public interest and providing you with an education.

We may also use the photographs (without your name attached) in materials for our website, for prospectuses or for schools displays. If you and/or your parent/carer do not wish your photographs to be used for this purpose, you will have the opportunity to tell us this when you join the academy. You can change your mind about this at any point by contacting the DPL in your academy. If we want to use the photographs for any other reason, we will make sure you know the reason why and seek your permission to do so. Many of our academies operate CCTV systems – you can find more information about how we use these in the ‘CCTV’ section of our Data Protection Policy.

## **Biometric Data**

In some of our academies, we use biometric data in automatic systems relating to security. All such data will be processed in accordance with the General Data Protection Regulation and the Protection of Freedoms Act (2012). We will only use your biometric information if we have the written consent of one or more of your parents/carers.

## **Your Rights**

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in your pupil file. We usually keep these until your 25th birthday unless you move to another school, in which case we send your file to your new school. You can find out more about how long we keep information in the ‘retention and destruction of data’ section of our Data Protection Policy.

You have other rights in relation to your personal data:

- You can ask us for a copy of the information we have about you by making a ‘subject access request’ via the DPL in your academy
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although there may be a good reason why we cannot always do this)
- You can ask us to limit what we do with your information (again, we may not always be able to agree to limit what we do if there is a legal reason why we cannot)
- You can object to what we are doing with your information
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If you have a complaint about how we are handling your personal data, you should address it using our complaints policy. Address your concern in the first instance to the DPL at your academy, or to the DPO at the address above.

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

- [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)
- Call 0303 123 1113 Privacy Notices 11
- Write to the Information Commissioner’s Office, Wycliffe House, Water Lane, WILMSLOW SK9 5AF