

## **Privacy notice for parents, guardians and carers**

Under data protection law, individuals have a right to be informed about how The Dorcan Academy 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 **students, parents, guardians and carers**. The Dorcan Academy is the 'data controller' for the purposes of data protection law.

Our data protection officer is Astrid Broderstad, [abroderstad@dorcan.co.uk](mailto:abroderstad@dorcan.co.uk)

### **The personal data we hold**

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

- Contact details, date of birth, identification documents and personal information
- Results of internal and externally set tests and assessments
- Student records and post 16 destination and learning information
- Characteristics, e.g. ethnic background, eligibility for free school meals, or special educational needs
- Exclusion details and behaviour information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support including care packages, plans and support providers and AEN/SEN information
- Photographs and video clips
- CCTV images recorded in the Academy

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

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

- Contact details, date of birth, identification documents
- Safeguarding information
- Details of individual support, including care plans and support providers
- Photographs
- CCTV images recorded on the Academy premises

We may also hold data that we have received from other organisations, including other schools, local authorities and law enforcement.

## **Why we use this data**

We use this data to:

- Support student learning
- Monitor and report student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Provide additional support to families when required

## **Our legal basis for using this data**

We only collect and use student, parent, guardian or carer 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 student, parent, guardian or carer 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 student, parent, guardian or carer personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and consent can be withdrawn at anytime by completing a request form from the Academy.

Some of the reasons listed above for collecting and using student, parent, guardian or carer personal data overlap, and there may be several grounds which justify our use of this data.

## **Collecting this information**

While the majority of information we collect about student, parent, guardian or carer is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or a student, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **How we store this data**

We keep personal information while students 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 and in line with our policy.

## **Data sharing**

We do not share information 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 a student, parent, guardian or carer with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The student's family and representatives
- Educators and examining bodies
- Our regulators e.g. Ofsted, ESFA etc
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government and/or a Multi Academy Trust we are part of
- Our auditors
- Survey and research organisations
- Health authorities and the school nurse
- 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 legally required to provide information about pupils to the Department for Education as part of statutory data collections such as the school 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 contains information about students and provides evidence on school performance to inform research.

The database is held electronically to generate 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 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.

### **Youth support services**

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to any authority or youth support services in the local 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.

Parents, guardians or carers or students once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to any local authority or youth support services.

### **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.

### **Parents, guardians, carers and students' rights regarding personal data**

Individuals have a right to make a '**subject access request**' (**SAR**) to gain access to personal information that any organisation holds about them.

Parents, guardians or 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, guardians or 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 to another organisation in certain circumstances.

If you would like to make a request please contact the Academy.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the Academy.

### **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 the Academy on 01793 525231.

### **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 the Academy either by email or in writing, or by telephoning 01793 525231. 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

### **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 officer**:

- Astrid Broderstad [abroderstad@dorcan.co.uk](mailto:abroderstad@dorcan.co.uk)

*This notice is based on the [Department for Education's model privacy notice](#)*