

## **Privacy notice for students**

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**. The Dorcan Academy is the 'data controller' for the purposes of data protection law. Our data protection officer is Ms Astrid Broderstad, [abroderstad@dorcan.co.uk](mailto:abroderstad@dorcan.co.uk)

## **The personal data we hold**

Academies collect lots of information about students to help the students learn, tell other people how well the Academy and students are doing, get people help that they need, and to obey the law.

## **What sort of information do we collect?**

- Your name
- Your address
- Your religion
- Who is responsible for you e.g a parent, guardian or carer
- How to contact them
- your home and first language
- What country you are born in
- Your nationality
- Whether you get a dinner at the Academy
- How often you are sick or are late
- Information about how well you're doing at the Academy.
- If you have a medical condition or a special educational need.
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

## **Why we use this data**

We use this data to help run the Academy, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the Academy as a whole is performing
- Look after your wellbeing

## **Why are we allowed to collect this information?**

There are a special set of laws that Academies have to follow called the Data Protection Act and the General Data Protection Regulation or GDPR. Academies can only collect information about you if they have a lawful reason to do so. This could be through getting your parent's permission if you are under 13, to make sure we follow the law or

to keep people safe. We have to collect some information by law – some information will be given by your parents, guardians and carers if they want to.

### **Collecting this information**

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

### **Where does your Academy store information?**

Academies store information in lots of different places, depending on what it is. Some information is stored in cabinets and drawers. Lots of information is stored on something called a Management Information System (MIS) – you will see your teacher take the register using it every morning and afternoon. Other information is stored on Academy computers or in the cloud. The Academy has to keep your information safe when attending the Academy and after you leave as required by law.

### **Who else can see your information?**

Sometimes Academies share information about you with the government, emergency services or other people whose job it is to keep you safe. If you go to a different Academy or school, your old Academy will share information with the new one. Every child has a special number called a URN, so that the correct information stays with the same person.

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 students' safety and exclusions*
- *The Department for Education (a government department)*
- *Your family and representatives*
- *Educators and examining bodies*
- *Our regulator (the organisation or “watchdog” that supervises us), e.g. 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*
- *Survey and research organisations*
- *Health authorities*
- *Security organisations*
- *Health and social welfare organisations*
- *Professional advisers and consultants*
- *Charities and voluntary organisations*
- *Police forces, courts, tribunals*
- *Professional bodies*

### **How long do we keep information?**

Academies have to keep information for different lengths of time, depending on what it is.

The Academy is not allowed to keep personal information about people who work and learn there for longer than is necessary. When Academies get rid of information – they have to make sure that they do this safely so other people can't find it.

### **National Student 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 Academy census. Some of this information is then stored in the [National Student Database](#), which is managed by the Department for Education and provides evidence on how Academies 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 Academies, 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 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. Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to any local authority or youth support services.

### **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

### **Your rights**

#### **Can I ask to see my information?**

If you are over 12 you can make something called a Subject Access Request (SAR) if you want to see certain kinds of information. Sometimes the Academy does not have to show you information if they have a good reason, like to keep someone

safe. If you are under 12 your parents/carers can make a subject access request. A form is available from the Academy to make a subject access request.

### **Your other rights over your data**

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

### **Complaints**

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong. You can make a complaint at any time by contacting our Data Protection Officer.

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

- 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.

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

*This notice is based on the [Department for Education's model privacy notice](#) for students, amended to reflect the way we use data in the Academy.*