

Privacy Notice for Pupils and Parents/Guardians

We collect and process personal information in line with data protection regulations (GDPR/DPA2018)

This means that we can only keep records that are relevant to our work with pupils. These records have to be accurate, up to date, secure and kept only for as long as they are needed/required to be kept by law.

This privacy notice explains what information the Ridgeway Academy (hereafter “RA”) keeps about pupils, how this is processed and their rights in relation to that information

Information we collect

We hold personal data about pupils to support teaching and learning, to provide pastoral care and to assess how the school is performing. We may also receive data about pupils from other organisations including, but not limited to, other schools, local authorities and the Department for Education.

This pupil information we process includes, but is not restricted to:

- Personal identifiers such as name, unique pupil number;
- Contact details – including address, telephone and parent/carer(s);
- Special category data such as ethnic group, religious beliefs, language, and free school meal eligibility;
- Special educational needs;
- Details of any medical conditions, allergies, medication/dietary requirements and registered doctors practice;
- Behavioural reports and exclusion information;
- Attendance at previous schools including reasons for absences;
- Results of internal assessment and externally set tests.

Why do we collect this information?

We collect the above pupil information in order to safely and effectively run our school. By holding this personal information we can fulfil our public duty to provide young individuals with an education in an environment that allows them to reach their full potential.

We use the information we collect for the following purposes:

- 1) Support pupil’s in their learning;
- 2) To provide appropriate pastoral care;
- 3) To keep children safe (e.g. emergency contacts, medical and any external agencies involved outside of school);
- 4) To monitor pupil progress and report upon attainment;
- 5) To assess the quality of the service we are providing;

- 6) To assess and understand needs and how we can best meet them;
- 7) To help us decide how best we can help pupils and their parents/carers;
- 8) To record how we have worked with our pupils;
- 9) To assess how successful we have been in helping pupils and/or their parents/carers and to report this to the organisations that are funding the work we do.
- 10) To meet the statutory duties placed upon us, relevant requirements of the law or regulatory bodies.

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

Why the RA is legally entitled to keep a record about pupils and process their data

We process this personal information under the following legal obligations:

- **Public duty** –collecting or sharing of the data is necessary in order to perform tasks as part of the Ridgeway Academy’s statutory function (e.g. Entering students in for examinations);
- **Vital interests** – if by not sharing or holding the data a child would be placed in significant harm or could lead to a life threatening event (e.g. sharing a child’s medical history with a paramedic in the event of an accident);
- **Legal obligation** – if we legally must hold or provide the information (e.g. Providing a census of the children we have on role).

There may be occasions when we may seek your consent to use you data in ways not specified in this notice, e.g. using pupil data to help us inform the public about the work we do at the RA. If this is the case it will be explained to you exactly what your data will be used for. If you give your consent you can withdraw it at any time and we will stop using your data for that purpose. Wherever possible copies of your data used for that purpose will be deleted unless you have agreed for your data to be published in print.

Collection methods

We collect our information from the pupil’s previous school’s data records – we have a secure file sent electronically and a paper file of the pupil’s full educational, behavioural and safeguarding history. We will also ask the pupil, parents/carers or guardians to complete registration forms on referral to the Ridgeway Academy during their introductory meeting. Pupil data is essential for the running of the Ridgeway Academy and whilst much of the information we obtain is mandatory to the safe running of our school and protecting the pupil’s welfare, some further information can be provided on a voluntary basis if the pupil/parent/carer believes it would be in the school and the pupil’s interest. Whilst completing the registration forms, the referrals manager will indicate what information we require and what information is at your discretion. Pupil’s and/or parents/carers have the right to withdraw the consent to any voluntary information at any time.

Who is legally responsible for your data?

The organisation that is responsible for the data is called the Data Controller, they are required to make sure that the data is held securely, make decisions about what happens to the data and are accountable if your data is lost or not kept confidential.

The Data Controller is the Ridgeway Academy.

Sharing information

As part of the effective running of the Ridgeway Academy we share pupil information with:

- Our local authority;
- Companies who are contracted to offer support services to the school with appropriate data processing agreements in place;
- The Department for Education (DFE);
- Staff members of the RA involved in supporting the pupil's education, safeguarding and pastoral needs;

We may share pupil data with other organisations if we are contractually or legally required to or if we are delivering services in partnership with other agencies.

We may share pupil data with another agency so that they can provide a service; in this case we will seek written consent to share the data.

Any information shared with these parties is transferred securely, e.g. referral portal, password protected document.

What happens to data when the pupil leaves the RA?

We hold information we receive from referring schools and which we gain directly from individuals until such a time as the pupil no longer attends the Ridgeway Academy. If a pupil remains at the Ridgeway Academy until school leaving age, their files will be filed in a locked cabinet until the year they turn 25 years old at which point it will be destroyed. If the pupil leaves the RA before school leaving age, the RA is required to transfer data to the local authority or to another organisation providing the pupil with an education.

Requesting to access personal data

Pupils and parent/carers have the right to request to see a copy of all of the information the Ridgeway Academy holds on them including personal information and educational records. Pupils aged 13 and over are deemed capable of deciding how their personal information can be used (unless medically they are deemed not to have the mental ability) and to this end parents/carers of such pupils must have the pupil's written consent to request to see their records. If an individual wishes to access personal data they should complete the subject access request form and either post or email it to the RA's Data Protection Officer, contact details below.

Pupils and/or parents/carers also have the right to:

- 1) Object to the processing of personal data that could cause damage or distress;
- 2) Object to decisions being made by automated means;
- 3) Prevent the processing of data for direct marketing;
- 4) In certain circumstances, have inaccurate personal data erased, destroyed or rectified;
- 5) The right to report to the Information Commission Office (ICO) if you are concerned about the use, storage or sharing of personal information.

Sometimes the local authority, or other organisation, that funds the pupil's placement at the RA might be responsible for providing individuals with a copy of their data

We will usually provide copies of any data requested through a Subject Access Request within a month; if there are reasons which mean it will take longer this will be explained to you. If an individual has concerns about the content of their record they should contact the Data Protection Officer, contact details below. We will correct any factual inaccuracies such as date of birth or ethnicity. We would not usually change any of the record of actions and events but an individual's views about the content will be added to the record.

Contact us

If you have any questions or concerns regarding the collection or usage of a pupil's personal data, please contact:

Charlotte Shepard (Data Protection Officer)

Ridgeway Academy

Evesham Road

Astwood Bank

Redditch

01527 892867

DPO@shepardconsulting.co.uk

For more information regarding the Ridgeway Academy's data processing across the whole school please visit <http://ridgeway.academy/>

For more information on your rights you can visit the ICO's website www.ico.org.uk