Jewell Academy
an Aspirations Academy

# UK GDPR - PRIVACY NOTICE for PARENTS and PUPILS

| Version control | |
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| UK GDPR- Privacy Notice for Parents and Pupils. [2024-09-01] | Reviewed and no changes required. |
| UK GDPR- Privacy Notice for Parents and Pupils. [2022-09-01] | Reviewed and updated to reflect reference to UK GDPR, and added reference to biometric data. |
| UK GDPR- Privacy Notice for Parents and Pupils. [2021-04-01] | Reviewed and updated previous version to align with new DPO appointment. |

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| **Date of next review:** | **September 2026** | **Owner:** | **Director of HR & Compliance** |
| **Type of policy:** | **Trust Template** | **Approving Body:** | **Executive Operational Board** |

Jewell Academy is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils and parents, in accordance with the UK General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

## Who collects this information

Jewell Academy is a "data controller" and is therefore responsible for deciding how personal information about pupils and parents is held and used.

## Data protection principles

The Academy will comply with the data protection principles when gathering and using personal information, as set out in its Data Protection Policy, which can be accessed from the main office.

## The categories of pupil information that the Academy collects, processes, holds and shares

The Academy may collect, store and use the following categories of personal information about pupils: -

- Personal information such as name, pupil number, date of birth, gender and contact information;
- Emergency contact and family lifestyle information such as names, relationship, phone numbers and email addresses;
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences and reasons for absence);
- Financial details;
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs information;
- Relevant medical information;
- Special categories of personal data (including biometric data, ethnicity, relevant medical information, special educational needs information);
- Images of pupils engaging in school activities, and images captured by the School's CCTV system;

- Information about the use of our IT, communications and other systems, and other monitoring information;
- Recordings of pupils and/or parents from the academy's video conferencing platform;

**How this information is collected**

While most of the information provided to the Academy is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, the Academy will inform pupils/parents whether they are required to provide certain pupil information or if there is a choice in this.

It is important that the personal information the Academy holds about its pupils/parents is accurate and current. Parents/carers are asked to keep the Academy informed if any personal information relating to their child/ren changes during their time at the Academy.

**How the Academy uses pupils' information**

The Academy will only hold pupil data and use it for: -

- Pupil admission process (and to confirm the identity of prospective pupils and their parents);
- Providing education services and extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- Informing decisions such as the funding of schools;
- Assessing performance and to set targets for schools;
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- Supporting teaching and learning;
- Giving and receiving information and references about past, current and prospective pupils, and to providing references to potential employers of past pupils;
- Managing internal policy and procedure;
- Enabling pupils to take part in assessments, publishing the results of examinations and recording pupil achievements;
- Carrying out statistical analysis for diversity purposes;
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and compliance with legal obligations and duties of care;
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate;

- Monitoring use of the school's IT and communications systems in accordance with the Academy's IT security policy;
- Making use of photographic images of pupils in school publications, on the school website and on social media channels;
- Security purposes, including CCTV; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.
- To provide support to pupils after they leave school

**The lawful basis on which the Academy uses this information**

The Academy will only use personal information about pupils/parents when the law allows it to. Most commonly, information will be used in the following circumstances: -

- Consent: the individual has given clear consent to process their personal data for a specific purpose;
- Contract: the processing is necessary for a contract with the individual;
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations);
- Vital interests: the processing is necessary to protect someone's life.
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law; and
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The Academy needs all the categories of information in the list above primarily to allow it to comply with legal obligations. Please note that the Academy may process information about a pupil without their knowledge or consent, where this is required or permitted by law.

**Sharing data**

The Academy may need to share data of pupils/parents with third parties, where it is necessary. There are strict controls on who can see this information. Generally, the Academy will not share data if it has been advised that the data should not be shared. The exceptions to this are where the sharing of the data is, (i) the only way the Academy can make sure the pupil/parent stays safe and healthy or (ii) the Academy is legally required to do so.

The third parties include the following: -

- the Department for Education (DfE) - on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013; *Further information about* ***The National Pupil Database*** *can be found in Appendix A*
- Ofsted;
- other Schools that pupils have attended/will attend;
- NHS;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- Local Authority Designated Officer;
- Professional advisors such as lawyers and consultants;
- Support services (including insurance, IT support, information security);
- Providers of learning software used by the Academy and
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations, the Academy requires them to respect the security of the pupil/parent's data and to treat it in accordance with the law.

**Why the Academy shares this information**

The Academy does not share information about pupils/parents without consent unless otherwise required by law.

For example, the Academy shares students' data with the DfE on a statutory basis which underpins school funding and educational attainment. To find out more about the data collection requirements of the DfE please see Appendix A.

**Storing Pupil Data**

The Academy keeps information about pupils on computer systems and sometimes on paper.

The Academy retains information about pupils in accordance with the Academy's Data Retention Policy or otherwise in accordance with legal timeframes.

**Automated Decision Making**

Automated decision making takes place when an electronic system uses personal information to make a decision without human intervention. The Academy is allowed to use automated decision making in limited circumstances.

Pupils will not be subject to automated decision-making, unless the Academy has a lawful basis for doing so and the Academy has notified the pupil/parent.

**Security**

The Academy has put in place measures to protect the security of pupils/parent's information (i.e., against it being accidentally lost, used or accessed in an unauthorised way). Further information can be found in the Academy's Information Security Policy.

**Requesting access to personal data**

Under data protection legislation, parents and pupils have the right to request access to information about the personal data that the Academy holds. To make a request for any personal information, or be given access to a child's education record, contact the Academy Data Protection Lead (DPL).

Pupils and parents also have the right to: -

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purposes of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the data protection regulations.

If a pupil or parent wishes to exercise any of the above rights, please contact the Academy DPL in writing.

The Academy may need to request specific information from the pupil or parent to help the Academy confirm their identity and ensure their right to access the information (or to exercise any of their other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

**Right to withdraw consent**

In the limited circumstances where a pupil or parent may have provided their consent to the collection, processing and transfer of their personal information for a specific purpose, they have the right to withdraw their consent for that specific processing at any time. To withdraw consent, please contact the Academy DPL. Once the Academy has received notification that consent has been withdrawn, it will no longer process the data subject's information for the purpose or purposes that had originally been agreed, unless the Academy has another legitimate basis for doing so in law.

**Content**

To discuss anything within this privacy notice or raise a concern about the way the Academy is collecting or using personal data, please contact the Academy Data Protection Lead in the first instance.

The Academy has appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If queries about how the Academy handles personal information cannot be resolved by Academy DPL, then the DPO can be contacted as per the details below: -

Data Protection Officer: Judicium Consulting Limited
Address: 72 Cannon Street, London, EC4N 6AE
Email: dataservices@judicium.com
Web: www.judiciumeducation.co.uk
Lead Contact: Craig Stilwell

Pupil/parents have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues. https://ico.org.uk/concerns.

**Changes to this privacy notice**

The Academy reserves the right to update this privacy notice at any time, and will provide a new privacy notice when making any substantial updates. The Academy may also notify pupils/parents in other ways from time to time about the processing of their personal information.

**APPENDIX A**

## 1. The National Pupil Database

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The Academy is required by law, to provide information about its pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The DfE may share information about the Academy's pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of the Academy's data is maintained and there are stringent controls in place regarding access and use of the data.

Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit:

https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the DfE has provided pupil information, (and for which project), please visit the following website:

https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact the DfE: https://www.gov.uk/contact-dfe