



# WELLAND ACADEMY

## Privacy Notice

### General Data Protection Regulation (GDPR) 2018

The Greenwood Academies Trust (GAT) is the Data Controller for the purposes of the General Data Protection Regulation (GDPR) 2018.

#### Why do we collect and use your information?

The Academy collects and uses personal data on all pupils in the Academy in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information
  - Section 537A of the Education Act 1996
  - the Education Act 1996 s29(3)
  - the Education (School Performance Information)(England) Regulations 2007 o regulations 5 and 8 School Information (England) Regulations 2008
  - the Education (Pupil Registration) (England) (Amendment) Regulations 2013 In addition, concerning any special category data:
- conditions a, b, c and d of GDPR - Article 9

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

#### What data is collected?

This information includes contact details, National Curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and

relevant medical information.

In line with Article 6 of the Regulation, the Academy considers the following information to be held in the public interest and therefore consent forms are not considered necessary:

- Pupil details – name/DOB/address/SEN needs/allergies/health data etc
- Parent details – names/contact information/address/relationship to pupil etc
- Staff details – names/addresses/contact information/salary/contracts/next of kin
- Behaviour – assessments/census data etc
- General school business – attendance/lesson planning/contact with parents etc

For the processing of any special categories of personal data (including racial/ethnic origin and the processing of genetic or biometric data), specific conditions as stated in Article 9 (2) must apply. These include explicit consent, vital interests of the data subject and the exercise or defence of legal claims.

We are required by law to pass some information about pupils to the Department for Education (DfE) and this, in turn will be available for the use of the Local Authority. The Trust also has a Data Sharing Agreement with relevant Local Authorities through an automated and secure data exchange process. This is central to the success of integrated working across Trust Academies and the LA MIS systems, thus maintaining reliable and accurate pupil and school records.

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy. (for example how certain subject choices go on to affect education or earnings beyond school)

The Academy provides data to identified services in order to support the education and development of our pupils. A comprehensive list of data recipients and the nature of the data shared is provided in Appendix 1 of this notice. We will not give information to anyone outside of the Academy without consent unless the law and our rules allow us to.

Please refer to the Trust Privacy Policy for Pupils and Parents for more detailed information about data collection and sharing. This can be found on the Academy website or a copy can be obtained from the Academy office.

## **Requesting access to your personal data**

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Ms Dawkins on 01733 563180 or email [admin@wellandacademy.org](mailto:admin@wellandacademy.org).

You 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 purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>