



Rightforsuccess

Academy Sponsorship Trust

PRIVACY NOTICE

1. Introduction

This notice reflects the requirements of the GDPR and is intended to help you understand how and why we process personal information. It also explains the decisions that you can make about your own information.

2. What do we mean by “processing” your information?

In relation to information or data, “processing” means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data. Further information on how we use data is provided in Section 4.

3. Who processes your information

There are two key functions to consider here and they are the “Data Controller” and the “Data Processor”.

The Rightforsuccess Trust is the Data Controller of the personal information you provide to us. This means that the Trust determines the purpose for which, and the manner in which, any personal data relating to the pupils and their families is to be processed.

Each Academy within the Trust is considered to be a Data Processor, which means they process data on behalf of the Trust.

Where the Trust/Academy outsources data to a third party processor, the same data protection standards that we uphold are imposed on the processor. We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so.

4. Why do we collect and use your information?

The Trust and its Academies holds the legal right to collect and use personal data relating to pupils and their families as we act in the public interest when providing education. We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority (LA) and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

According to the above, we use this personal data to:

- support our pupils’ learning
- monitor and report on their progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- safeguard pupils
- correspond with parents/carers and the community
- supply goods such as trips, uniform and meals

5. Which data is collected?

This information will include:

- Personal information - e.g. names, unique pupil number (UPN), contact details
- Assessment information - e.g. national curriculum assessment results
- Attendance information
- Behavioural information - e.g. sanctions and merits
- Personal characteristics - e.g. ethnic group, language, free school meal (FSM) eligibility, family circumstances and legal documentation relating to the child's welfare
- Any special educational needs they may have and documentation from agencies
- Relevant medical information and documentation from healthcare professionals
- Club attendance
- Payments received
- Photographic and video images

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

6. How long is your data stored for?

We keep the information for as long as it is needed to educate and look after the pupils. Some information is kept after they leave the school, for example photos in publicity and statistics to monitor teaching and learning. Data is kept in line with data protection law.

7. Will my information be shared?

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE).

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are 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 and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authorities and/or DfE collect and use your information, please visit:

- Norfolk County Council: <https://www.schools.norfolk.gov.uk/School-administration/Legal/Privacy-notice>
- Suffolk County Council: <https://www.suffolk.gov.uk/about/privacy-notice/>
- DfE: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Or contact the LA or DfE as follows:

Information Compliance Team
Norfolk County Council
County Hall
Martineau Lane
Norwich
Norfolk
NR1 2DH
Website: www.norfolk.gov.uk
Email: information.management@norfolk.gov.uk
Tel: 01603 222661

Information Management Services
Suffolk County Council
Constantine House
Constantine Road
Ipswich
Suffolk
IP1 2DH
Website: www.suffolk.gov.uk
Email: information.management@suffolk.gov.uk
Tel: 01473 264814

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

On occasion, we may need to share information with the police, Children's Services legal advisors, medical and outside agencies for the safeguarding and welfare of the pupils. The Trust and our Academies will only share your personal information with third parties with your consent or if the law allows.

Routinely, we share pupils' information with:

- Pupils' next schools
- The LA
- The NHS
- The DfE
- The Rightforsuccess Trust

8. What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how the school uses your personal data
- Request access to the personal data that the school holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your data is erased where there is no compelling reason for its continued processing
- Request that the data is restricted
- Object to your personal data being processed

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you want to receive a copy of the information about your son/daughter that we hold, please contact the appropriate Academy office - see contact details below.

If you have any concerns about the way the Trust, any of our Academies and/or the DfE is collecting or using your personal data, you can raise a concern with the school (Staff or Governors) or/and the Information Commissioner's Office (ICO). The ICO (ico.org.uk) can be contacted on 0303 123 1113, Monday to Friday 9am - 5pm.

9. GDPR Contact Details

Each Academy has a **Data Protection Representative** (DP Rep) who is responsible for ensuring that practice in their Academy is compliant. Parents and carers should refer all queries and requests to the relevant DP Rep in the first instance.

Academy	Email	Phone
Eaton Hall Specialist Academy	dprep@eatonhallacademy.co.uk	01603 457480
Edith Cavell Academy & Nursery	dprep@edithcavellacademy.co.uk	01603 621927
Martham Academy	dprep@marthamacademy.co.uk	01493 740158
Sewell Park Academy	dprep@sewellpark.org	01603 411721
Sprowston Community Academy	dprep@sprowstonhighsch.org	01603 485266
Stalham Academy	dprep@stalhamacademy.co.uk	01692 580053
Stone Lodge Academy:	dprep@stonelodgeacademy.com	01473 601175
Tuckswood Academy & Nursery	dprep@tuckswoodacademy.co.uk	01603 454479

The Trust's **Data Protection Officer** (DPO) is Don Evans. The role of the DPO is to provide strategic management and direction to the Trust in relation to GDPR. If you have query with regard to the strategic management of GDPR or are unhappy with a response you have received from a DP Rep, you can contact Don on dpo@rightforsuccess.co.uk, or 01603 937303