



## **Pupil Privacy Notice**

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

### **Who We Are**

Under Data Protection legislation, the Academy is a 'data controller'.

The contact details for the Academy are as follows:

Holbrook Academy  
Ipswich Road  
Holbrook  
Ipswich  
IP9 2QX

Tel: 01473 328317      Email: [office@holbrookacademy.org](mailto:office@holbrookacademy.org)

### **Our Data Protection Officer**

The Academy's data protection officer is:

Contact details:- Schools Choice – Tel: 01473 260700

Email: [data.protection@schoolschoice.org](mailto:data.protection@schoolschoice.org)

### **The Personal Data we hold**

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

- Your contact details
- Your test results
- Characteristics (such as ethnicity, language, nationality, country of birth and pupil premium information ie free school meal eligibility, Ever 6, military family)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information, relevant medical information, special educational needs information, exclusions/behavioural information, post 16 learning information.

### **Why We Use this Data**

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress and check how you are doing in exams and work out whether you or your teachers need any extra help
- to look after your wellbeing and provide appropriate pastoral care

- to assess the quality of our services
- to fulfil our contractual and other legal obligations
- to comply with the law regarding data sharing
- to safeguard and promote the welfare of pupils
- to provide additional activities for pupils, for example, activity clubs and educational visits
- to protect and promote our interests and objectives - this includes fundraising.

### **Our Legal Basis for Using this Data**

We will only collect and use pupil information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use the personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using the information overlap, and there may be several grounds which mean we can use the data.

### **Collecting Pupil 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.

### **How We Store this Data**

We hold pupil data for the period of time the pupil is on roll at the Academy and for 10 years after the date of leaving, in line with our retention schedule and the Information and Records Management Society guidelines.

### **Who We Share Your Information With**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- your family and representatives
- professional bodies
- the Department for Education (DfE)

If requested, we may also share pupil information with the School Nurse, NHS, Police, Social Services and other external agencies.

## **Why We Share Your Information**

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

We share your data with the Department for Education (DfE) on a statutory basis. This data sharing underpins Academy funding and educational attainment policy and monitoring.

## **Data Collection Requirements**

To find out more about the data collection requirements placed on us by the Department for Education go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **Youth Support Services**

Once you reach the age of 13, we are legally required to pass on certain information about you to our local authority and/or provider of youth support services as they have responsibilities regarding the education or training of 13-19 year olds.

This enables them to provide services as follows:

- youth support services
- 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 their local authority or provider of youth support services.

## **The National Pupil Database (NPD)**

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools 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 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.

## **How to Access Personal Information we Hold About You**

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it

- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

### **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
- 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

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

### **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

### **Further information**

If you would like to discuss anything in this privacy notice, please contact:

Schools Choice – Tel: 01473 260700

Email: [data.protection@schoolschoice.org](mailto:data.protection@schoolschoice.org)