

MARLBOROUGH ROAD ACADEMY

Privacy Notice for Parents

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to parents where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about our pupils and their parents.

We, Marlborough Road Academy, Dudley Street, Salford, M7 4XD are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is David Rathbone (see 'Contact us' below).

The personal data we hold

Personal data that we may collect, use, store and share about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents for pupils and their parents, guardians or carers;
- Details of any communications with pupils and their parents, guardians or carers;
- Results of internal assessments and externally set tests;
- Pupil and curricular records;
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs;
- Exclusion information;
- Details of any medical conditions, including physical and mental health and GP details;
- Attendance information;
- Safeguarding information;
- Details of any support received, including care packages, plans and support providers;
- Photographs and videos;
- CCTV images captured in school; and,
- Biometric records, including fingerprints.

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning and academic attainment;
- Monitor and report on our pupils academic progress;
- Provide appropriate pastoral care to our pupils;
- Protect the welfare of our pupils;
- Assess and improve the quality of our educational services;
- Administer school admissions and waiting lists;
- Comply with the law regarding educational and safeguarding records; and
- Comply with legislation around data sharing.

Our legal basis for using this data

We collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need it to perform an official task in the public interest to provide an education to children
- We need to comply with a legal obligation

We may also process pupils' personal data in situations where:

- We have obtained consent to use it in a specific way; or
- We need to protect the individual's vital interests (or someone else's interests) in an emergency

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear whenever we ask for your consent, and explain how consent can be withdrawn.

Where we collect and use special category (often known as sensitive), personal data about your child, such as their medical details, we will get your explicit consent to do so, unless we need this information to comply with our legal obligations.

Less commonly we may also process personal data where we rely on the school's legitimate interest. When relying on legitimate interest we always make sure that we consider the rights of the individuals before relying on this condition.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

Our data retention schedule sets out how long we keep information about pupils; it is based on the guidance in the Information and Records Management Society's toolkit for schools and any legal requirements.

Security of your information

We use a range of information and communications systems and technologies to make sure the school operates efficiently. Our systems are managed to make sure personal information about you and your child is kept confidential.

We hold personal information on our systems for backup, archiving and disaster recovery purposes. Any manual records are securely stored at the school or at our archiving facility. We will never transfer or store your personal data outside of the control of the UK / European Union unless there are adequate safeguards in place.

Data sharing

We do not share information about pupils or parents with any third party without consent unless the law or our policies allow us to do so. We may share personal information with our suppliers who are carrying out services on our behalf.

Our suppliers are required to comply with data protection and other relevant legislation as well as sign our Data Processing Agreement to ensure your personal information is managed appropriately and only used for specified purposes.

Where it is legally required or needed for the operation of the school, we share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions;
- The Department for Education – to meet our legal obligations, such as for the school census;
- The pupil's family and representatives – to meet our legal obligations around informing you about your child's education;
- Educators and examining bodies to meet our legal obligations around your child's education;
- Our suppliers – to allow them to provide the service we have contracted them for to help the efficient operation of the school;
- Central and local government - to meet our legal obligations to share certain information;
- Health and social welfare organisations - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions; and,
- Police, courts, tribunals – to meet our legal obligations or to help law enforcement in connection with criminal investigations.

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Parents and pupils' rights regarding personal data

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a brief description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from, if not from you or your child;
- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this; and,
- Give you a copy of the information in an intelligible form.

If you would like to make a request please contact our Data Protection Officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact the School Business Manager.

Other rights

Under data protection law, individuals have rights in certain circumstances regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress;
- Withdraw your consent to use any information that was previously provided to us by getting your consent;
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person);
- Have inaccurate personal data corrected, deleted or destroyed, or restrict processing; and,
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our school's collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Mr D Rathbone, Data Protection Officer, Salford Academy Trust, Frontier House, Merchant's Quay, Salford, M50 3SR

This notice is based on the [Department for Education's model privacy notice](#) for pupils, amended for parents and to reflect the way we use data in this school.