

Privacy notice for pupils

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.

We, Marlborough Road Academy, 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

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.

This information includes:

- Your contact details;
- Your test results and academic record;
- Your attendance records and exclusion information;
- Your characteristics, like your ethnic background or any special educational needs;
- Any medical conditions you have;
- Details of any behavior issues or exclusions;
- Photographs and videos;
- CCTV images captured in school; and,
- Biometric records, such as fingerprints.

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to;
- Check how you're doing in exams and work out whether you or your teachers need any extra help;
- Track how well the school as a whole is performing;
- Look after your wellbeing;
- Comply with any relevant legislation;
- Keep the school a safe environment;
- Operate our cashless catering system; and,
- Fund raising activities for the school

Our legal basis for using this data

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

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

Sometimes, we may also use your personal information where:

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

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 your information overlap, and there may be several grounds which mean we can use your data.

Where we collect sensitive information about you, for example any allergies you may have or biometric data such as fingerprints, we will get consent to do so, unless we need this information to comply with our safeguarding or 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 what it means for our pupils before relying on this condition.

Collecting this 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 keep personal information about you while you are attending our school. We may also keep it beyond your 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 our 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 systems and technologies to make sure the school operates efficiently. Our systems are managed to make sure personal information about you is kept confidential.

Data sharing

We do not share information about our pupils with any third party without your consent unless the law or our policies allow us to do so. We may share personal information with our suppliers who carry out services on our behalf. Our suppliers to need comply with data protection and other relevant legislation as well as sign our Data Processing Agreement to make sure your personal information is managed properly 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 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.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Salford City Council, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and 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 Salford City Council.

Your rights

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); and,
- Give you a copy of the information.

You may also ask us to send your personal information to another organisation electronically in certain circumstances, such as if you are moving on to study at a Further Education College.

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

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 (decisions made by a computer or machine, rather than by a person);
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it; and,
- Claim compensation if the data protection rules are broken and this harms you in some way.

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

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