

Privacy notice for pupils, February 2021

You have a legal right to be informed about how our academy 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.

Olive Academies, Training & Development Centre, Inskip Drive, Hornchurch, RM11 3UR is the 'data controller' for the purposes of data protection law.

Our data protection officer is Kuda Mika (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 the academy.

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

This information includes:

- your contact details
- your test results
- your attendance records
- your characteristics, like your ethnic background or any special educational needs
- any medical conditions you have
- details of any behaviour issues or exclusions
- photographs
- CCTV images

Why we use this data

We use this data to help run the academy, 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 academy as a whole is performing
- look after your wellbeing

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 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 your 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.

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 will keep personal information about you while you are a pupil at our academy. We may also keep it after you have left the academy, where we are required to by law.

We have a data retention policy which sets out how long we must keep information about pupils. This is available on your academy website or from the academy office.

Data sharing

We do not share personal information about you with anyone outside the academy without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- our local authority – to meet our legal obligations to share certain information with it to ensure they can conduct their statutory duties under the Schools Admission Code, including conducting Fair Access Panels
- the Department for Education (see below)
- your family and representatives
- educators and examining bodies, for example in situations of exam misconduct.
- security organisations, for safeguarding and fire evacuation purposes where relevant.
- health and social welfare organisations, for any safeguarding purposes.
- police force, courts, tribunals to provide data for civil or criminal prosecution.
- youth support services (pupils aged 13+ and 16+) (see below)
- schools

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 academy 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 academies 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 academies, 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.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to the local authority 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 the local authority.

Your right to see the personal information we hold about you

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 our DPO Kuda Mika.

Depending on the lawful basis above, you may 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/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Kuda Mika, Data Protection Officer, kuda.mika@oliveacademies.org.uk

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:

- Kuda Mika, kuda.mika@oliveacademies.org.uk