

Privacy Notice *for Parents and Carers*

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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about you and your child.

Your child's school is part of The Apollo Partnership Trust and the Trust is the Data Controller for the purposes of the Data Protection Act 1998 and General Data Protection Regulations 2018 (GDPR). We also have a person with overall responsibility for Data Protection, the Data Protection Officer (DPO). For the contact details of the Trust Data Protection Officer (DPO) please see our Data Protection page on www.apollopartnershiptrust.uk.

1.0 The Personal data we hold

1.1 Personal data that we may collect, use, store and share (when appropriate) about pupils/students and/or yourself includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil/student 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
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

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

2.0 Why we use this data

We use this data to:

- Support pupil/student learning
- Monitor and report on pupil/student progress
- Provide appropriate pastoral care
- Protect pupil/student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

3.0 The 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 a legal obligation
- We need to use it to carry out a task in the public interest (in order to provide our pupils/students with an education)

Less commonly, we may also process pupils'/students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- Where we have obtained consent to use pupils'/students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

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

4.0 Collecting this information

While the majority of information we collect about pupils/students 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.

5.0 Storing this information

Personal data is stored in line with our Data Protection Policy and Records Retention and Disposal Schedule.

We keep personal information about you and your child while they are attending our school. We may also keep parts of this beyond their attendance at our school if this is necessary in order to comply with our legal obligations, other legitimate reasons, or with your consent.

6.0 Who we share this information with

We do not share information about you or your child with any third party without consent 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 pupils/students with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Relevant Government departments (e.g. the Department for Education)
- The pupil's/student's family and representatives
- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations

- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies Trust / school websites – to meet our legal obligations about sharing information about governors / trustees

7.0 National Pupil Database

We are required to provide information about pupils to the Department for Education (a government department) as part of data collections such as the school census and early years 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 child's 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.

9.0 transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

10.0 Your obligation to us

In the course of your child's time at school you are required to:

- Notify us promptly of any changes or amendments to student details, your details or any other relevant records which we hold
- Support your school in promptly completing, returning and adhering to school policies including but not limited to the IT Acceptable Use Policy; Home-school Agreements; and all other relevant policies and processes relevant to data protection

11.0 Your rights

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 13), 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 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
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

Under data protection law, individuals have certain rights 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
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- 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.

12.0 Complaints

If you have a concern about the way we are collecting or using your personal data, or if you think any of the data that we hold on you or your child is incorrect, misleading or inappropriate, we ask that you raise your concern with the Trust's DPO in the first instance.

Alternatively, you can contact the Information Commissioner's Office at ico.org.uk/concerns/

13.0 Further information

11.1 If you would like to discuss anything in this privacy notice, please contact the Trust's Data Protection Officer, dpo@apollopartnershiptrust.uk