



The Petchey Academy

Inspiring & supporting every child

PRIVACY NOTICE

Introduction

This privacy notice is intended for parents and carers of students attending the Petchey Academy. It explains how we collect, store and use personal information about our students.

We, the Petchey Academy, are the 'data controller' for the purposes of data protection law.

The student information we hold

Student information that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Personal information (such as name, date of birth, address, unique pupil number, contact details and contact preferences)
- Characteristics (such as ethnicity, language, nationality and country of birth)
- Safeguarding information (such as court orders and professional involvement)
- Special Educational Needs (such as SEND status and needs)
- Medical Information (such as doctors information, medical conditions, medication)
- Dietary (such as eligibility for free school meals, food allergies)
- Assessment information (such as results and predicted grades)
- Attendance information (such as sessions attended, absence reasons and any previous schools attended)
- Behaviour information (such as positive and reflective behaviour)
- Exclusions (such as internal, external and permanent)
- Post 16 learning (such as bursary information, results)
- Photographs (such as ID photos, school based activities)
- CCTV images captured in school

We keep personal information about students while they are attending the academy. We may also keep it beyond their attendance at the academy if this is necessary in order to comply with our legal obligations. Our records management policy sets out how long we keep information about students.

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

Collection and use of student information

The student information will be used to:

- support students' learning
- monitor and report on student progress

- provide appropriate pastoral care
- protect student welfare
- assess how well the academy is doing
- comply with the law regarding data sharing

While the majority of information we collect about 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.

Our legal basis for using this information

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

- we need to comply with a legal obligation
- we need it to perform an official task in the public interest

Less commonly, we may also process students' personal information 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 students' personal information, 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 students' personal information overlap, and there may be several grounds which justify our use of this information.

Sharing student information

We do not share information about students with any third party without consent unless the law or our policies allow us to do so.

1. National Pupil Database

We are required to provide information about students 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 and academies, 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.

2. Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to the local authority and/or youth support services provider, 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.

Parents/carers, or students once aged 16 or over, can request, in writing to the academy that we only pass the individual's name, address and date of birth to local authority and/or youth support services provider.

Parents and students' rights regarding personal data

Under data protection law, parents and students have the right to request access to personal information that the academy holds about them. If you would like to make a request please contact our data protection officer at DPO@petcheyacademy.org.uk

Parents and carers also have 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

If you have any other concern about the way our data is collected or used, please raise this with us in the first instance or alternatively to the Information Commissioner's Office:

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