Privacy Notice for Parents/Carers

1. Introduction

Under UK 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 pupils and families.

This privacy notice also applies while we believe your child is not capable of understanding and exercising their own UK data protection rights.

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), you should instead refer to our privacy notice for pupils to see what rights they have over their own personal data.

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

Our data protection officer is Kuda Mika (see 'Contact us' below).

2. The personal data we hold

We hold personal data about pupils at our school to support teaching and learning, to provide pastoral care and to assess how the school is performing.

Personal data that we may collect, use, store and share (when appropriate) about you or your child includes, but is not restricted to:

- contact details, contact preferences, date of birth, identification documents
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- pupil and curricular records
- details of any support received, including care packages, plans and support providers
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- results off internal assessments and externally set tests
- behavioural information (such as suspension/exclusions and any relevant alternative education put in place)
- Information about your child's use of our information and communications systems, equipment and facilities (e.g. school computers)

We may also collect, store and use information about pupils and families that falls into "special categories" of more sensitive personal data. This includes but is not restricted to information about (where applicable):

- Characteristics, such as ethnicity, languages spoken and eligibility for certain benefits
- Family circumstances
- Physical and mental health, including medical conditions
- Photographs and CCTV images captured in school
- Support received, including care packages, plans and support providers
- Multi-agency intervention plans, social care involvement records, and Child in Need (CIN) or Child Protection (CP) documentation.

- Behavioural risk assessments, individual de-escalation plans, and therapeutic engagement tracking.

Personal data that we may collect, use, store and share (when appropriate) about parents/carers includes, but is not restricted to:

- Contact details and contact preferences
- Bank details
- Photographs and CCTV images captured in school

We may also hold data about your child that we have received from other organisations, including other schools and local authorities.

3. Why we use this data

The personal data collected is essential, for the academy to fulfil its official functions and meet legal requirements.

We collect and use this data to:

a) to support pupil learning
b) to monitor and report on pupil attainment progress
c) to provide appropriate pastoral care
d) protect pupil welfare
e) to assess the quality of our services
f) to keep children safe (food allergies, or emergency contact details)
g) to meet the statutory duties placed upon us by the Department for Education (DfE)
h) to make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

We will only use your child's personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your child's personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Please note that we may process your child's personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, Olive Academies may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by emailing the office manager at the School or by contacting our data protection officer.

3.2 Use of personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices to explain the processing to you, including your right to object to it.

3.3 Use of your child's personal data for filtering and monitoring purposes

While your child is in our school, we may monitor their use of our information and communication systems, equipment and facilities (e.g. school computers). Filtering and monitoring processes are carried out in relation to the lawful basis of legal obligation and public task and complies with KCSIE statutory guidance and the Prevent Duty.

We do this so we can:

- Comply with health and safety, and other legal obligations

- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect your child's welfare

4. Our lawful basis for using this data:

The personal data collected is essential, in order for us to fulfil our official functions and meet the statutory duties placed upon us. We only collect and use your personal data when UK data protection law allows us to. Most commonly, we process general personal data under **Article 6(1)(c) (Legal Obligation)** to meet statutory education and safeguarding requirements, and **Article 6(1)(e) (Public Task)** to perform our official functions as an independent specialist school.

Where you have provided us with consent to use your, or your child's data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

The personal data collected is essential in order for the School to fulfill its official functions and meet the statutory duties placed upon us. We only collect and use personal data when UK data protection law allows us to.

Most commonly, we process general personal data under **Article 6(1)(c) (Legal Obligation)** to meet statutory education and safeguarding requirements, and **Article 6(1)(e) (Public Task)** to perform our official functions as an independent specialist school.
Less commonly, we may process personal data where you, or your child, have given us clear **Consent** to use your data in a specific way (such as using photographs on our website), or where we need to protect an individual's **Vital Interests** in an acute, life-threatening situation. Where processing relies on consent, you retain the right to withdraw that consent at any time by contacting our Data Protection Officer.

5. Collecting this information

We collect pupil and family information via registration forms completed at the beginning of a pupil's time at the academy and/or secure file transfer from a previous school.

While most information we collect is mandatory, some information 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.

Most of the data we hold about your child and family will come from you, but we may also hold data about your child and family from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals
- Other schools or trusts
- Department for Education

6. How we store this data

We keep personal information about your family and child while they are attending our academy. We may also keep it beyond their attendance at our academy if necessary to comply with our legal obligations. Our data retention policy sets out how long we keep information.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

7. Who we share data with

We do not share information about pupils and their families 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 UK data protection law) we may share your personal information 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)
- the pupil's 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
- Commissioning Local Authorities and SEND Teams to ensure compliance with Education, Health and Care Plans (EHCPs).
- Therapeutic and health practitioners working directly with your child, including Educational Psychologists, Speech and Language Therapists, Occupational Therapists, and CAMHS providers.
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7.1 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 for Education 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 third parties, such as other organisations which promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data.

For more information, see the Department for Education'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.

7.2 Youth support services

We will also share certain information about students who are 16 and over with our LA and/or providers of youth support services. This is because they have responsibilities in relation to the education or training of 13 to 19-year-olds under section 507B of the Education Action 1996.

This enables them to provide services as follows:

- Post-16 education and training providers
- Youth support services
- Careers advisers

Files will be encrypted before sending to the youth support service.
You can find details about how local youth support services manage information by visiting the respective local authority's data protection directories or by requesting links directly from our Data Protection Officer.

7.3 Transferring data internationally

We may share personal information about you with international third parties such as security organisations, or other schools, where different data protection legislation applies.

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us

8. Your rights

8.1 How to access personal information that we hold about you
You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that apply):

- 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
- 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

You may also have the right for your child's personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact us (see 'Contact us' below).

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make a subject access request on their behalf.

8.2 Your other rights regarding your *(or your child's) data
Under UK data protection law, you have certain rights regarding how your child's personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Object to the processing of your child's personal data that is likely to cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your child's) personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you or your child deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your or your child's personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the UK data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

*Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), we will need to obtain consent from your child for you to make these requests on their behalf.

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

You have a statutory right to raise a data protection complaint directly with OA-North View. If you believe we have processed your data unlawfully or infringed your rights, please contact our Data Protection Officer kuda.mika@oliveacademies.org.uk.

We will formally acknowledge your data protection complaint within five working days of receipt. We will thoroughly investigate the matter and provide you with a full response regarding our decision or the outcome of our investigation without undue delay, and at the latest within one calendar month.

If you remain dissatisfied with our internal response, or if you prefer to bypass this process, you retain your right to lodge a complaint with the UK supervisory authority, the Information Commissioner's Office (ICO).

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

10. 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:

- **Data Protection Officer:** Kuda Mika
- **Email:** kuda.mika@oliveacademies.org.uk
- **Address:** Olive Academies Independent Schools Board, Training & Development Centre, Inskip Drive, Hornchurch, RM11 3UR