

# THE MARLOW EDUCATION TRUST

## **How We Use Your Information Privacy Notice for Older Pupils**

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**Marlow Education Trust**

May 2018

## Privacy Notice for Older Pupils

### Introduction

This notice is to help you understand **how** and **why** we collect your personal information and **what** we do with that information. It also explains the decisions that you can make about your own information.

The Academy is part of Marlow Education Trust (the **Trust**). The Trust operates the Academy and is ultimately responsible for how the Academy handles your personal information.

If you have any questions about this notice please talk to your form tutor.

### What is "personal information"?

Personal information is information that the Academy holds about you and which identifies you.

This includes information such as your name, date of birth and address as well as things like exam results, medical details, unique pupil number and behaviour records. We will also hold information such as your religion or ethnic group for the purpose of supporting religious observances. CCTV, photos and video recordings of you are also personal information.

### Our legal bases for using your information

This section contains information about the legal bases that we are relying on when handling your information.

The two tables below contain a general description of the different legal bases but we have also used a colour code system so that you can see which bases we are relying on for each of the purposes described at paragraphs 1 to 36 below.

#### Legal obligation ("LO")

The Academy might need to use your information in order to comply with a legal obligation, for example to report a concern about your wellbeing to Children's Services. We will also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

#### Vital interests ("VI")

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

#### Performance of a task carried out in the public interest ("PI")

This applies where what we are doing is for the benefit of the public generally. The following are examples of where this applies:

- providing you and others with an education;
- safeguarding and promoting your welfare and the welfare of your classmates;
- facilitating the efficient operation of the Academy; and
- ensuring that we comply with all of our legal obligations.

#### Legitimate interests ("LI")

This means that the Academy is using your information when this is necessary for the Academy's legitimate interests except when your interests and fundamental rights override our legitimate interests. We won't rely on this basis when your interests and fundamental rights override our legitimate interests.

We have a legitimate interest in using your information to:

- i. promote the Academy including fundraising and publicity;
- ii. preserve historical school records.

The Academy must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

#### Substantial public interest ("SPI")

The Academy is allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to "public interest" in the table above. For example, the Academy will use information about your health to look after you. We may also use other types of special category personal data about you to provide you with an education, to look after you and your classmates or when the Academy is inspected

#### Social protection and social security law ("ESP")

There will be times when the Academy needs to use your information because we are an employer (e.g. we employ your teachers). Also the Academy will use your information to comply with social protection law (e.g. to look after you) and social security laws (e.g. to provide you with free school lunches if you are entitled to these). Social protection law is concerned with preventing, managing, and overcoming situations that adversely affect people's wellbeing.

#### Vital interests

In limited circumstances we may use your information to protect your vital interests or the vital interests of someone else (e.g. if you or they are seriously hurt).

#### Legal claims ("LC")

We are allowed to use your information if this is necessary in relation to legal claims. For example, this allows us to share information with our legal advisors and insurers. This applies whenever sharing special category data is necessary in relation to legal claims.

#### Medical purposes("MP")

This includes medical treatment and the management of healthcare services.

### **How and why does the Academy collect and use personal information?**

We set out below examples of the different ways in which we use personal information and where this personal information comes from. The letters highlighted in different colours below refer to the legal bases we are relying on. Please see the section above for an explanation.

1. The Academy's primary reason for using your personal information is to provide you with an education - **LO, PI, SPI**.
2. The Academy will also use your personal information to safeguard and promote your welfare and the welfare of others (for example, so that we can look after you if you are hurt) - **LO, PI, SPI, ESP, MP**.

Admissions forms give us lots of personal information. We get information from you, your parents or carers, your teachers and other pupils. Your old school also gives us information about you so that we can teach and care for you.

Sometimes we get information from your doctors and other professionals where we need this to look after you.

3. We will use information about you during the admissions process when taking information about you from your parents before you join the school. We may let your old school know if you have been offered a place at the Academy - **LO, PI, SPI**.
4. We need to tell the appropriate teachers if you have a health issue - **LO, PI, SPI**.
5. If we have information that you suffer from an allergy we will use this information so that we can look after you - **LO, PI, SPI, VJ, MP**.
6. We will need to tell your teachers if you have special educational needs or need extra help with some tasks - **LO, PI, SPI**.
7. We will need to share information about you (e.g. about your health and wellbeing) with the school nurse or counsellor] - **LO, PI, SPI, ESP, MP**.
8. If we have information that you suffer from a disability we will use information about that disability to provide support - **LO, PI, SPI, ESP** and in certain circumstances, **MP**.
9. Where appropriate, the Academy will have information about your religious beliefs and practices. For example, if you do not eat certain foods or to support religious observances - **LO, PI, SPI**.]
10. We use CCTV to make sure the Academy site is safe. CCTV is not used in private areas such as changing rooms - **LO, PI, SPI**.
11. We will be told if you receive free school meals so that we can provide these - **LO, PI, SPI**.
12. We record your attendance and if you have time away from the Academy we record the reason(s) why - **LO, PI, SPI**.
13. We will need to report some of your information to the government (e.g. the Department for Education). We will need to tell the local authority that you attend the Academy, if you leave the Academy or let them know if we have any concerns about your welfare - **LO, PI, SPI, ESP**.
14. We are legally required to provide the Department for Education with certain information about you and your classmates. Some of this information will be stored on the National Pupil Database. Organisations can request information from the National Pupil Database which includes information about you. But they are only allowed to do this for limited purposes and they must be very careful about how they use your information. More information can be found here - <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> - **LO, PI, SPI**

15. We may need to share information about you with the Health and Safety Executive (a government organisation) if there is a health and safety issue at the Trust - **LO, PI, SPI**.
16. We will need information about any court orders or criminal matters which relate to you. This is so that we can safeguard your welfare and wellbeing and the other pupils at the Academy - **LO, PI, SPI**.
17. Depending on where you will go when you leave us we will provide your information to other schools, colleges and universities, UCAS or potential employers. For example, we will share information about your exam results and provide references - **LO, PI, SPI**.
18. We may pass on information to your next school which they need to look after you, for example, information about any concerns we have had about your welfare - **LO, PI, SPI, ESP**.
19. When you take public examinations (e.g. GCSEs) we will need to share information about you with examination boards. For example, if you require extra time in your exams - **LO, PI, SPI**.
20. The Learning Records Service (which is part of the government) will give us your unique learning number. We may receive details about you (e.g. your qualifications) from the Learning Records Service - **LO, PI, SPI, ESP**.]
21. We will provide your information to the local authority so that they can provide careers advice. We may also share your information with the provider of youth support services - **LO, PI, SPI**.
22. The Academy is sometimes inspected to make sure that we are continuing to be a good school. We will have to make your information available to the inspectors to help them to carry out their job - **LI, LO, PI, SPI**.
23. If someone makes a complaint about how the Academy has behaved we may need to use your information to deal with this appropriately. For example, if your parents complain that we have not looked after you properly - **LO, PI, SPI**.
24. We may need to share information about you with the police or our legal advisers if something goes wrong or to help with an enquiry. For example, if one of your classmates is injured at the Academy or if there is a burglary - **LO, PI, SPI, LC**.
25. We use consultants, experts and other advisors to assist the Academy in fulfilling its obligations and to help run the Academy properly. We will share your information with them if this is relevant to their work - **LO, PI, SPI**.
26. If you have misbehaved in a serious way, we may need to share information with the police and we may need to use information about the action taken by the police - **LO, PI, SPI, ESP**.
27. We may share some information with our insurance company to make sure that we have the insurance cover that we need - **LO, PI, SPI, LC**.
28. We may use your information when responding to an incident, for example, if something is published on social media which concerns the Academy - **PI, LI**.
29. We will share your academic and (where fair) your behaviour records with your parents or carers so they can support your schooling - **LO, PI, SPI, ESP**.
30. We will monitor and record your use of email, our wired and wireless network, the internet and mobile electronic devices e.g. phones and iPads. This monitoring is sometimes carried out using computer software. In certain circumstances we will look at the content of your communications (e.g. emails and text messages). We monitor and look at your use of technology (e.g. your use of your phone) to check that you and your classmates are not

misbehaving, at risk of harm or for other good reasons. If you would like more information about this you can read the acceptable use of IT and email policy or speak to your form tutor - **LO, PI, SPI**.

31. We may use information about you if we need this for historical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the Academy - **LI**.
32. We may use photographs or videos of you for the Academy's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the Academy. We may continue to use these photographs and videos after you have left the Academy - **LI**.
33. Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson or as part of an art lesson - **LI**.  
If you have concerns about us using photographs or videos of you please speak to [• your form tutor].
34. We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing - **LI**.
35. We will keep details of your address when you leave so we can send you any relevant newsletters and find out how you are getting on. We may also pass your details onto the alumni organisation which is associated with your Academy - **LI**.
36. The Academy must make sure that our computer network is working well and is secure. This will involve information about you, your devices and your activity on our networks, for example, our anti-virus software might scan files containing information about you. - **LO**.
37. We may share information about you with the other academies in the Trust - **LO, PI, SPI**.]

We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances we may need to share it more widely than we would normally.

We sometimes use contractors to handle personal information on our behalf. The following are examples:

- IT consultants who might access information about you when checking the security of our IT network; and
- we may use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the Academy site.

If you have any questions about any of the above, please speak to your form tutor.

### **Criminal offence information**

In exceptional circumstances, we may use information about criminal convictions or offences. We will only do this where the law allows us to. This will usually be where such processing is necessary to carry out our obligations and to look after our pupils.

### **More than one basis**

As you will see from the information, in some cases we will rely on more than one basis above for a particular use of your information. In addition, we may move from one of the legal bases listed above to another as circumstances change. For example, if we become really worried about your

wellbeing, we may start to rely on legal obligation to share personal information with the local authority in addition to the other legal bases which are noted for looking after you.

## **Consent**

We may ask for your consent to use your information in certain ways as an alternative to relying on any of the bases in the table above. For example, we may ask for your consent before taking or using some photographs and videos if the photograph or video is more intrusive and we cannot rely on our legitimate interests or it being in the public interest. If we ask for your consent to use your personal information you can take back this consent at any time.

Any use of your information before you withdraw your consent remains valid. Please speak to [• your form teacher] if you would like to withdraw any consent that you have given.

## **Sending information to other countries**

We may send your information to countries which do not have the same level of protection for personal information as there is in the UK. For example, we may:

- to facilitate overseas trips or to store your information on cloud computer storage based overseas; or
- communicate with you by email when you are overseas for example, when you are on holiday.

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here:  
[http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index\\_en.htm](http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm)

If the country that we are sending your information to is not on the list, or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal information as there is in the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place please contact your form tutor.

## **For how long do we keep your information?**

We keep your information for as long as we need to in order to educate and look after you. We will keep some information after you have left the Academy, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Please see our Information and Records Retention Policy for more detailed information. A copy can be requested from the School Business Manager [BM@marlowet.org](mailto:BM@marlowet.org).

## **What decisions can you make about your information?**

From May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- **Rectification:** if information is incorrect you can ask us to correct it.
- **Access:** you can also ask what information we hold about you and be provided with a copy. This is commonly known as making a subject access request. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to.
- **Deletion:** you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information.
- **Portability:** you can request the transfer of your information to you or to a third party in a format that can be read by computer in certain circumstances.
- **Restriction:** our use of information about you may be restricted to simply storing it in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.
- **Object:** you may object to us using your information where:
  - we are using it for direct marketing purposes (e.g. to send you the Academy newsletter);
  - the legal basis on which we are relying is either legitimate interests or performance of a task carried out in the public interest. Please see the section "Our legal bases for using your information" above; and
  - we are using it for historical or scientific research purposes or archiving purposes. For example, we may keep photographs of your class for historical reasons.

[• Your form teacher] can give you more information about your data protection rights.

### Further information and guidance

This notice is to explain how we look after your personal information. Your form teacher can answer any questions which you might have.

Please speak to your form teacher if:

- you would like to exercise any of your rights listed above; or
- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

The Academy has a Data Protection Officer who can be contacted by email at [DPO@marlowet.org](mailto:DPO@marlowet.org)  
The Data Protection Officer monitors and advises on the Academy's data protection compliance.

You can ask your form teacher to speak to the Data Protection Officer or speak to the Data Protection Officer yourself. Alternatively, you can ask your parents or carers to speak to us on your behalf if you prefer.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: [ico.org.uk](http://ico.org.uk).