

# Southfields Academy Privacy Notice

## Data Protection Act 2018

We at **Southfields Academy** are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service.

### **How and why does the School 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 School's main reasons for using your personal information are to support your learning, to monitor and report on your progress and to provide appropriate care.

Admissions forms give us personal information. We get information from you, your parents, 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.

We collect this information to help the School run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell the appropriate teachers if you are allergic to something or might need extra help with some tasks.
- We use CCTV to make sure the School site is safe. CCTV is not used in private areas such as changing rooms.
- We may need to report some of your information to the government. For example, we may need to tell the local authority that you attend the School or let them know if we have any concerns about your welfare.
- We may 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 School.
- Depending on where you will go when you leave us we may need to provide your information to other schools, colleges and universities or potential employers. For example, we may share information about your exam results

and provide references. We may need to pass on information which they need to look after you.

- 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.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your classmates is injured at School.
- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your information with them if this is relevant to their work.
- If you have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your academic and your behaviour records with your parents or guardian so they can support your education.
- We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. This is to check that you are not misbehaving when using this technology or putting yourself at risk of harm. If you would like more information about this you can read the ICT Acceptable Use policy or speak to your Head of Year.
- We may use photographs or videos of you for the School's website and social media sites or prospectus to show prospective pupils what we do here and to advertise the School. We may continue to use these photographs and videos after you have left the School.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama or sports lesson.
- If you have concerns about us using photographs or videos of you please speak to your Head of Year.

- 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.

**We hold this personal data and use it to:**

- Support your teaching and learning;
- Support your health and therapy needs;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.
- evaluate and improve our policies on children's social care

If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken. Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role. However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, address and your date of birth be passed to the support service. Please inform John Judge at the contact details below if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at [www.direct.gov.uk/en/YoungPeople/index.htm](http://www.direct.gov.uk/en/YoungPeople/index.htm) or the LA website shown above.

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

We are required by law, to provide information about our children to the DfE as part of statutory data collections. Some of this information is then stored in the national pupil database (NPD). The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

### **Who do we share pupil information with?**

We will only share your child's 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 routinely share pupil information with:

- The Department for Education. We share pupils' data with the Department for Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- Our Local Authority (Wandsworth Borough Council). We are required to share information about our pupils with our Local Authority under Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Our Local Authority and external partners to improve the wellbeing of children and to support the duty to safeguard and promote the welfare of children under the duty of the Children Act 2004. Working Together to Safeguard Children (2015).
- The Education and Skills Funding Agency, this data sharing underpins school and academy funding.
- The police or our legal advisers if something goes wrong or to help with an inquiry. For example if one of your child's classmates is injured at school or if there is a burglary.
- Our insurance company to make sure that we have the insurance cover that we need.
- With professional commissioned by the school or working with a pupil such as the School Nurse or local health services.
- Biostore who manage our biometric entry and school meals payment system.

- BromCom in order to enable parents to pay for school meals via their service.
- London Grid for Learning, Google, Accelerated Reader, Hegarty Maths, Educake, Seneca, Code Combat, in order to set up and manage the Academy's virtual and online learning provision.
- BroCom, Whizzkids, Wonde and Group Call our data management systems and synchronisation tools.

## Requesting access to your personal data

Under data protection legislation, parents, carers and children have the right to request access to information about them that we hold. To make a request for your personal information contact: **Jacqueline Valin, CEO / Principal at:**  
**[margaret.breen@southfieldsacademy.com](mailto:margaret.breen@southfieldsacademy.com)**

You 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

**[http://www.wandsworth.gov.uk/info/200316/open\\_data\\_and\\_transparency/1535/wandsworth\\_council\\_privacy\\_notice](http://www.wandsworth.gov.uk/info/200316/open_data_and_transparency/1535/wandsworth_council_privacy_notice)**

**[http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/data use](http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/data_use)**

**[Children looked after: https://www.gov.uk/guidance/children-looked-after-return](https://www.gov.uk/guidance/children-looked-after-return)**

**[Children in need: https://www.gov.uk/guidance/children-in-need-census](https://www.gov.uk/guidance/children-in-need-census)**

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

The Data Protection Officer  
Wandsworth Council  
The Town Hall

Wandsworth High Street  
London SW18 2PU

Website: <http://www.wandsworth.gov.uk>

Telephone: 020 8871 6000

Public Communications Unit, Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Further information

Comprehensive guidance on the Data Protection Act 1998 can be found by visiting the Information Commissioner's website at: <https://ico.org.uk/>