

## **PRIVACY NOTICE – APPLICANTS, PUPILS and PARENTS/CARERS**

At **City Academy Norwich** (“the Academy”) we process personal data about applicants and pupils and we are the ‘data controller’ in respect of this data for the purposes of the Data Protection Act 1998.

### **Personal Data Collected by the Academy**

The Academy collects the following types of personal data about pupils:

- Your identification and contact details, e.g. name, address;
- Characteristics including gender and ethnic group\* information, and family circumstances (including religious beliefs\*) where relevant to your learning needs and/or pastoral care;
- Your education record, including information from previous schools, including academic progress, attendance and behaviour record, and marks/awards received;
- Information relating to your health\*, medical conditions\* and special educational needs\* where relevant to your learning needs, access to sites and facilities, and/or pastoral care;
- Biometric information for accessing services (see further information below)
- Your photograph, CCTV footage, images taken at events
- Your Unique Learner Number for enrolment for exams and qualifications records
- Family/carer information can include contact details, financial information relevant to any fees or purchases, family circumstances where relevant to the pupil’s learning needs and/or pastoral care.

### **Purposes for Processing of Personal Data by the Academy**

- Enrolment at the Academy and to set up the Pupil Record
- Planning and delivery of teaching and appropriate support;
- Monitor and report on pupil academic progress, attendance and behaviour;
- For assessment purposes (including internal and external verification);
- Provide appropriate pastoral care to support pupils in accessing and engaging with education, including engaging with parents & carers;
- Obtain funding for the Academy to carry out its activities, including funding support for individual pupils;
- Process orders and payments;
- Assess how well the Academy as a whole is doing;
- Promote and celebrate results, achievements and events;
- Promote the Academy as an education provider;
- Security, prevention and investigation of crime and of incidents; and
- Fulfil the Academy’s legal obligations, including complying with audit and inspection obligations.

### **Sensitive Personal Data**

Information marked \* is defined as sensitive personal data under the Data Protection Act 1998 and is subject to greater accountability of its collection and use. We collect and manage this data as follows:

- Ethnicity – we are required by law to request this information for statistical purposes and for monitoring of equality of opportunity. You can refuse to provide this information and it is not shared or disclosed in any way that identifies an individual, unless you give your consent.
- Religious beliefs – we request this information to raise awareness amongst staff of, and to accommodate, any requirements related to those beliefs. You can refuse to provide this information and it is never shared without your consent.
- Health, medical conditions & special educational needs and disability - we request this information for the purposes of safety, responding to medical incidents including emergencies, and to ensure all pupils have equal opportunity and accessibility to education and learning experiences. You can refuse to provide this information: please be aware that choosing to withhold such information will significantly undermine our ability to provide appropriate health and safety support and response. We will require your consent to share this information with persons or organisations that can offer support, assessment and treatment. We may share this information without your consent if you need emergency medical treatment.
- Allegations, investigations and outcomes of criminal offences - in limited circumstances we may record such information when pupils are involved as offenders or victims/witnesses in order to provide educational and pastoral support to those pupils, or for investigation/insurance purposes when the offence involves school premises, or if the offence leads to the exclusion of the pupil. We may need to share such information without your consent for purposes of child protection referrals, police investigations, and mandatory reports to the local authority regarding exclusions.

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All sensitive personal data is held as part of the Pupil Record, in a sealed envelope with restricted access. Some information may be held separately by our SEN staff, by staff responsible for first aid and administering medicines, and by staff in charge of school trips.

### **Sharing of your personal data from the Academy**

The Academy engages **Norfolk Educational Services Limited** (NES) to undertake the provision of all non-teaching activity and this means that your information, including sensitive personal information, is processed by NES staff on behalf of the Academy. Non-teaching activity includes the processing of enquiries, admissions, enrolments and examinations, administration of the Library service, IT services, processing purchases and payments, and maintaining education records.

From time to time the Academy is required to pass on some of your personal data to the **Local Authorities, the Department of Education** (DfE), and agencies that are prescribed by law, such as **Ofsted, the Department of Health** (DH), **Primary Care Trusts** (PCT), the **Education Funding Agency\*** and the **Learning Records Service\*** (LRS) or any successor bodies. You can contact these organisations direct if you want to find out about how they use your personal data.

If you transfer to another school, your electronic and paper school record will be sent to the new school in accordance with the Education (Pupil Information) Regulations 2005 & 2008.

The Academy shares resources with City College Norwich and all other Academies in the TEN Group in order to provide a wider range of resources, particularly library services, and this means that limited personal information is shared across all TEN Group institutions.

### **Information routinely shared with Norfolk County Council (NCC)**

Information exchanged with NCC relates to the DfE termly School Census together with Key Stage school and pupil level attainment and value added results/analysis. NCC uses the data to provide required services, for statistical analysis, and to identify where pupils have transferred to, particularly those in vulnerable groups.

### **Partnerships**

We engage in partnership working with a number of organisations, as follows:

- Mancroft Advice Project
- Ormiston Families Engage Programme
- Norfolk Constabulary under the Safer Schools Partnership
- Youth Offending Team and Youth Inclusion Support Panel
- Multi-Agency Safeguarding Hub (Norfolk Childrens Services, Police & NHS) for child protection and safeguarding
- A range of providers to support pupils with special educational needs and disabilities

In most cases we will seek consent from both the pupil and parent(s) before any information is passed to partners providing support services. In the case of child protection, safeguarding, and the investigation of crime we may share information without consent where it is considered necessary for the best interest of the pupil. Such decisions are made by senior staff.

Under the Safer Schools Partnership, and written agreements with the Mancroft Advice Project and Ormiston Families, designated employees of these partner agencies have access to the Academy's management information system in order to view pupil and parent contact details for the purpose of arranging contact to deal with matters relevant to the Partnership.

### **Service Providers**

We use a range of external suppliers and contractors to provide services. These include IT software companies that may host personal information to enable staff, pupils and parents to access services, such as online payments and learning/revision resources. Written agreements are put in place to ensure personal data is adequately protected by external data hosts. For the latest information on external suppliers please contact Reception and ask for your request to be forwarded to the NES Team Leader.

### **Local Authority Youth Services Information only - Section 72 of the Education and Skills Act 2008**

In relation to the Local Authority's statutory duty "to encourage, enable or assist young people's participation in education or training", the Academy is legally required to pass on certain personal information on request. This information comprises your name, address and date of birth and the name and address of your parent(s), and any further relevant information such as, but not limited to, free school meal eligibility, special educational needs, language information, exclusions information and attendance

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information. Passing on of this information will mean that the Local Authority can ensure that they identify students who may need additional support in finding suitable post-16 education or training.

**Information shared with post 16 providers (eg College or Sixth Form College)** Once students have enrolled, information will be passed on to their post 16 College or Sixth Form College. This will include the further information listed above to enable the college or other provider to assess and provide any support students need.

**Students (if over 16 years old) or their parents can ask that other than your name etc details, no further information be passed on to their post-16 provider.** If you wish to opt-out and do not want your post 16 provider to receive this information, you need to send a signed letter to:

**CCIS Analyst, Participation Strategy Team, Norfolk County Council,  
8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DH.**

### **Learner Records Services**

Some of the information you supply will be used by the Skills Funding Agency to fulfill its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. Further details of how your information is processed and shared can be found at the following websites: Information for Learners – LRS Privacy Notice

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/289174/PN02PrivacyNoticeStudentsandLearnersversion1-3-aug2012.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/289174/PN02PrivacyNoticeStudentsandLearnersversion1-3-aug2012.pdf)

Information for Parents – LRS Privacy Notice

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/284177/PLR\\_useful\\_information\\_for\\_learners\\_and\\_parents.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/284177/PLR_useful_information_for_learners_and_parents.pdf)

Skills Funding Agency Privacy Notice

<https://www.gov.uk/government/publications/sfa-privacy-notice>

### **BIOMETRIC INFORMATION**

We use pupil's fingerprints in order to provide access to catering, library and printing services. The fingerprint is scanned and measurements taken; these are converted into a number code and stored on the computer system. No image of the fingerprint is stored and only the Academy's computer system recognises the number code, so it cannot be used by any other system for any other purpose.

The law requires that all persons with parental responsibility for the pupil must be notified of the intention to store the fingerprint information. The written consent of at least one parent/carer must be received for the fingerprint information to be stored and used. If the pupil objects verbally, or a parent objects in writing, this will override any consent given previously or by another parent/carer and the fingerprint information for that pupil will not be taken or will be deleted.

Parental notification and written consent is part of the Admission process and is included on the Admissions Form. If written consent is not received, or is withdrawn, alternative arrangements for the pupil to access services will be put in place.

### **CCTV**

School Site – CCTV cameras are placed at various location on the school site. CCTV is used for the safety and security of students, staff and visitors to the site, and for the prevention and investigation of crime.

### **USE OF PERSONAL IMAGES**

**The following applies to students, parents/carers, and visitors – please see our policy on our website**

We will take, store, use and disclose photographs, video and other images for educational activities and monitoring; access to the site and identification purposes; and promoting the academy in the community, publicising events, and celebrating success and achievement.

We may use a contractor or volunteer to take the personal images under a written agreement governing the use and storage of the images. We may invite the Press to attend certain events on our premises.

We will include in the advance details of the event if the Press will be in attendance.

Our Admissions Form provides the opportunity for parents/carers to consent to the use of images for certain purposes. We may also seek your consent to take and use personal images in particular circumstances.

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**If you do not wish your personal image/photograph to be used for any one of the purposes above you have the opportunity to notify us. These wishes will be respected and appropriate measures put in place, unless the processing is required in relation to safety and security, or course assessment, or we are required by law to use/disclose an image/photograph, e.g. a court order, or where use of a personal image is necessary for the prevention and detection of crime, or the apprehension and prosecution of offenders.**

If you wish to notify us of any requirements relating to the use of personal images please contact:

**The Office at City Academy Norwich.....**

We permit the taking of photographs/recordings by parents/carers of their children/wards at school events unless we issue a notification prohibiting this at a certain event. This will occur rarely and will be for reasons of safeguarding and security of students. Where images include other students, parents/carers are asked to be responsible in the publishing/sharing/posting of images and are advised to ask the students and/or their parents/carers for permission. Parents/carers need to be aware of their personal liability in relation to publishing/sharing/posting online images of individuals without their consent.

### **Your Rights under the Data Protection Act 1998**

You can make a request to be given a copy of your personal data, called a Subject Access Request. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on the child's behalf if the child is younger.

If you wish to access the personal data held about you by the Academy or any of the third parties above, please send a written request to the NES Teamleader or the Principal. You may be asked to provide information to prove your identity and there is a fee of £10. The fee can be waived in certain circumstances.

We want to make sure that your personal information is accurate and up to date.

If there are any changes to your personal details, such as a change of address, please let us know as soon as possible so we can update your record. We may contact you and ask you to confirm your details are correct.

You may ask us to correct or remove information you think is inaccurate.

We will assess your request and make a decision whether the information should be corrected or removed. We will advise you if we consider the information should not be changed, and we will note on the record that you have challenged the accuracy of the information.

You can decline to be contacted by the Academy for marketing purposes.

We will not pass your details to any third party for the purpose of marketing without your consent, other than as part of the application/open event process described above. From time to time we may enter into partnership with an organisation providing goods or services commissioned by the Academy to support your education and we will notify you of the availability of these goods and services.

You also have the right to object, in whole or in part on legitimate grounds, to processing that is likely to cause or is causing damage or distress.

Should you wish to exercise any of your rights you will need to do so in writing. You can contact the NES Teamleader at City Academy Norwich, or for more information contact the TEN Group Information Compliance Officer on 01603 773421, email [data\\_protection@ccn.ac.uk](mailto:data_protection@ccn.ac.uk), or write to Health, Safety & Professional Compliance, Norfolk Education Services, City College Norwich, Ipswich Road, Norwich, NR2 2LJ.