

Privacy notice – Braunton Academy Students

You have a legal right to be informed about how Braunton Academy uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you.

This privacy notice explains how we collect, store and use personal data about you.

We, **Braunton Academy, Barton Lane, Braunton, EX33 2BP**, are the 'data controller' for the purposes of data protection law.

Our data protection officer is **Gary Brock at gbrocksolutions** (see 'Contact us' below).

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at the academy.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Personal identifiers and your contact details
- Your assessment and attainment records
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Safeguarding information
- Photographs
- CCTV images
- Biometric information for cashless catering

Why we collect and use this data

We use this data to help run the academy, including to:

- To admit students into the Academy
- Get in touch with you and your parents when we need to
- To monitor and report on student attendance and progress
- Assess the quality of our services
- Look after your wellbeing and keep you safe
- To comply with the law regarding data sharing

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest to provide an education to you
- The processing of this information is necessary for the Academy to perform its function to students and parents effectively.

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

We collect student information via Common Transfer File (CTF), secure file transfer from previous school, exam boards, and annual registration forms.

Whilst most of the student information is compulsory, some if it is provided on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain student information to us or if you have a choice.

How we store this data

We will keep personal information about you while you are a student at our academy. We may also keep it after you have left the academy, where we are required to by law.

We have a GDPR Document Retention Management Policy which sets out how long we must keep information about students. This policy can be found in the policies section of the academy website.

Data sharing

We do not share personal information about you with anyone outside the academy without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- The Department for Education (a government department)
- Your parents/carers or other nominated family representatives as indicated in the Home – School – Student/Parent Agreements

- Educators and examining bodies
- Schools/Colleges that students attend after leaving us
- Health Services such as the Academy Nurse
- Student Management Systems such as SIMS and Class Charts
- Companies that provide materials to aid students' attainment such as MyMaths, and Educake.

We will also share information with other people and organisations such as official school photographers and travel companies, including school buses that bring you to and from the Academy.

Home Working/Home Study

Staff, students and other associates at Braunton Academy will make use of personal data both in and outside the organisation setting.

This will include homework, planning, marking, remote learning and collaboration with colleagues. It will also include administration processes and facilities management.

Braunton Academy will review the use of suitable technology for remote working and home-learning, and ensure that appropriate technical, security and organisational measures are taken.

The choice of technologies and processes will take into account the needs of Braunton Academy to respect the rights and freedom of its staff, students and the wider community with respect to personal data.

Why we regularly share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the DfE on a statutory basis. This data sharing underpins academy funding and educational attainment policy and monitoring. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

National Student Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the academy census under regulation 5 of the of The Education (Information About Individual Pupils) (England) Regulations 2013.

Some of this information is then stored in the [National Student Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Youth support services

Once you reach the age of 13, we are legally required to pass on certain information about you to Careers South West, 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.

Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Careers South West.

Transferring data internationally

Where we share data with an organisation that is based outside the U.K we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents/carers
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, please contact admin@braunton.academy

You also have the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used for the purpose of direct marketing
- Object to decisions being taken by automated means

- In certain circumstances, have it corrected, deleted or destroyed if it is wrong, or restrict our use of it.
- Claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can also make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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: Gary Brock at admin@braunton.academy

This notice is based on the [Department for Education's model privacy notice](#) for students, amended to reflect the way we use data in this academy and was updated February 2021.