



# MacIntyre Academies

## Privacy Notice for Pupils

Under data protection law, individuals have a right to be informed about how the Trust and its academies use 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 you while you attend one of our academies.

- The Data Controller for the purposes of data protection law is **MacIntyre Academies Trust**
- The Data Protection Officer is **GDPR in Schools Ltd.**
- The Trust point of contact for Data Protection is **the Head of Operations**

All contact details are listed at the end of this document

### **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 school.

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

This information includes:

- Your contact details
- Your academic test results
- 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
- Photographs
- CCTV images

### **Why we use this data**

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

- Get in touch with you and your parents/carers when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

## 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 (in order to provide you with an education)

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

While in most cases you, or your parents/ carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

## How we store this data

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

*MacIntyre Academies Trust Retention Schedule* sets out how long we must keep information about pupils. You can view a copy of this on [www.macintyreacademies.org](http://www.macintyreacademies.org) or request a copy from the school office.

## Data Sharing

We do not share personal information about you with anyone outside the school 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 obligations to share certain information with it, such as safeguarding concerns and exclusions*
- *The Department for Education and Education Funding Agency – to meet statutory requirements of providing pupil data that underpins school funding, educational attainment policy and monitoring.*
- *Your family/carers and representatives*
- *Educators and examining bodies*
- *Ofsted - our regulator*

- *Suppliers and service providers – to enable them to provide the service we have contracted them for.*
- *Our auditors*
- *The Risk Protection Arrangement (RPA), who provide our insurance*
- *Police forces, courts, tribunals*

We collect, use, and share personal information relating to safeguarding and child protection to protect the welfare of our pupils and to meet our legal duties. This may include information about pupils, parents, and families. We may share safeguarding information with local authorities, social care services, health professionals, the police, other schools, and regulatory bodies where necessary to protect children, prevent harm, or comply with the law. Safeguarding records are kept securely and retained until the pupil reaches the age of 25. Some rights under data protection law may be limited in safeguarding cases where exercising them could put a child or another person at risk. Before sharing data, the school will determine the appropriate Article 6 lawful basis and Article 9 Conditions for sharing special category data, the school will only share data that is relevant and necessary to for the purposes of safeguarding.

### **National Pupil 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 school census.

Some of this information is then stored in the [National Pupil 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.

### **Youth Support Services**

Once you reach the age of 13, we are legally required to pass on certain information about you to the school's Local Authority (Oxfordshire for Endeavour Academy and Warwickshire for Quest Academy, Discovery Academy and Venture Academy) 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, Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass on the individual's name, address and date of birth.

### **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, 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
- 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 our data protection officer.

## Your other rights over your data

You have other rights over how your personal data is used and kept safe, including 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 to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

## Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

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

## 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** (either GDPR in Schools Ltd or the Head of Operations for MacIntyre Academies):

Data Protection Officer  
GDPR in Schools Ltd  
11 Kingsley Lodge  
13 New Cavendish Street  
London  
W1G 9UG

Email [dpois@gdpr.school](mailto:dpois@gdpr.school)  
Telephone 0203 9610110

Head of Operations  
MacIntyre Academies  
Seeback House  
1 Seebeck Place, Knowlhill,  
Milton Keynes  
MK5 8FR

Email [info@macintyreacademies.org](mailto:info@macintyreacademies.org)  
Telephone 02477 103465