

Privacy Notice for Students

- This privacy notice explains how we collect, store and use personal data about you. The University of Kent is the 'data controller' for the purposes of data protection law.
- Our data protection officer is Mrs Culham.

We hold some personal information about you to help you learn and look after you at school. We also get information about you from some other places too- like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Student records
- Your attendance records
- Characteristics like your ethnic background or any special educational needs.
- Exclusion information
- Any medical conditions, details of any behaviour issues or exclusions
- Photographs
- CCTV images captured on the Academy sight
- Details of any support you have received from the academy

Your Information

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 information where:

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

You or your parents/carers may withdraw permission to use your data 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 use your data.



Why we use this data-

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

Get in touch with you and your parents when needed

Check how you're doing in exams and work out whether any extra help is needed

Track how well the academy, as a whole, is performing

Look after your wellbeing

Collecting your 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 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 Records Management Policy which sets out how long we must keep information about students.

- **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 policies allow us to do so.
- Where it is legally required, or necessary under the data protection law, we may share personal information about you with: *on next slide*

- Medway local authority- to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education
- The student's family and representatives
- Educators and Examining bodies
- Ofsted
- Suppliers and service providers- to enable them to provide the service we have contracted them for
- Financial organisations such as the Educational School Funding Agency
- University of Kent- our sponsors
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Medway Education Business partnerships
- Local Medway schools (student information regarding exclusions for 6+ days placement)
- Kent Medway Information Partners (KMIP)
- Cashless Catering ; Biometric fingerprinting
- Tempest Photography

Data Sharing

National Student Database

- We are required to provide information about you to the Department for Education (a government department) as part of data collection, such as the school census.
- Some of this information is then sorted in the National Student Database, and provides evidence on how schools are performing, in turn, supporting research.
- The database is held electronically so it can easily be converted 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 policies 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 to about you to Medway Youth Trust, as it has legal responsibilities regarding the education/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 Medway Youth Trust.

Transferring data internationally-

- here we share data with an organisation that is based outside of the European Economic Area, we will protect your data by following the data protection law.

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 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 will be or has been 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 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 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 stress.

Stop it being used to send you marketing materials

Say that you don't want it to be used to make automated decisions (made by a computer, or machine, rather than a person)

Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it

- **Marketing**

- We may use your personal information to communicate newsletters or marketing information about events/products/services offered by the Academy which we feel are relevant.
- We will communicate marketing information to you on the basis of 'legitimate authority' due to your current relationship with the Academy.
- Should you wish to opt out of receiving these communications at any time, you can do so by contacting the UKAT Compliance Team by emailing compliance@universityofkentacademiesrust.org.uk

- **Contact us**

- If you have any questions, concerns, or would like information about anything mentioned in this privacy notice, you can look at the ICO website ico.org.uk or contact our Data Protection Officer: Mrs Culham at compliance@universityofkentacademiesrust.org.uk