



**GURU NANAK MULTI ACADEMY TRUST LTD**  
Springfield Road, Hayes, Middlesex UB4 0LT



# **MAT Privacy Notice – Students/Pupils**

Any reference in this policy to **parents** means;

- All natural, parents whether they are married or not
- Any person who has parental responsibility for a child or young person
- Any person who has care of a child or young person i.e. lives with and looks after the child

**MAT** means Multi Academy Trust

Updated	Next Review	Reviewed by	GB/Committee Ratification
	<b>May 2019</b>	<b>SET Team</b>	

## **Privacy Notice for Guru Nanak Sikh Multi Academy Trust Ltd Students/Pupils**

You have a legal right to be informed about how our schools use any personal information that we hold about you. To comply with this, we provide a 'Privacy Notice' to you where we are processing your personal data.

This Privacy Notice explains how we collect, store and use personal data about you.

We, Guru Nanak Multi Academy Trust Ltd, Springfield Road, Hayes UB4 0LT, are the 'Data Controller' for the purpose of the Data Protection law.

Our Data Protection Officer is Judicium Education Services.

### **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 may also obtain information about you from other places – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your 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 schools, including:

- To get in touch with you and your parent when we need to
- To check how you are doing in exams and work out whether you or your teachers need any extra help
- To track how well the school as a whole is performing
- To 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 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 parent/carer has given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest).

Where we have received permission to use your data, you or your parent/carer may withdraw this at any time. We will make this clear when we ask for permission and explain how to withdraw 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**

Whilst in most cases, you or your parent/carer 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 is optional. If you must provide the data, we will explain what might happen if you do not.

### **How we store this data**

We will keep personal information about you whilst you are a student/pupil at any of our schools. We may also keep it after you have left the school, where we are required to by law. We have a record retention schedule which sets out how long we must keep information about student/pupils.

### **Data Sharing**

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

- Our local authority – to meet our legal duties to share certain information with them, such as concerns about students'/pupils' safety and exclusions
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator (the organisation or "watchdog" that supervises us) - Ofsted, Independent Schools Inspectorate
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

## **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 on the Department for Education's webpage about 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 Hillingdon Youth Support Services, as it has legal responsibilities regarding the education and training of 13-19 year-olds. This information enables them to provide youth support services, post-16 education and training services, and careers advisers.

Your parent/carer, or you once you are 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Hillingdon Youth Support Services

## **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 parent/carer
- 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 do not 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 do not 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:

Judicium Education Services, DPO team: [dataservices@judicium.com](mailto:dataservices@judicium.com)

*This notice is based on the Department for Education's model Privacy Notice for students/pupils, amended to reflect the way we use data in our schools.*