



Meller Educational Trust  
Aspiration, Compassion  
& Excellence



## Data Protection Privacy Notice – Parents/Carers

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### Meller Educational Trust

<b>Approved by:</b>	Trust Board	<b>Date:</b> May 2018
<b>Last reviewed on:</b>	May 2018	
<b>Next review due by:</b>	May 2019	

## 1. Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the Meller Educational Trust (the Trust) and its schools uses 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 **students**.

The Meller Educational Trust is the legal entity for schools within the Trust. The Trust is the 'data controller' for the purposes of data protection law. The Bushey Academy and Francis Combe Academy are part of this multi academy trust.

Our data protection officer is David Hughes (see 'Contact us' below).

The Information Commissioners Office has provided a checklist of information that must be supplied to individuals whose data we process. [ICO's checklist](#)

## 2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Student and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

## 3. Why we use this data

We use this data to:

- Support student learning
- Monitor and report on student progress
- Provide appropriate pastoral care
- Protect student welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research

- Comply with the law regarding data sharing

## 4. Our legal basis for using this data

We only collect and use students' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

## 5. Collecting this information

While the majority of information we collect about students is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## 6. How we store this data

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our records management policy (Retention Policy) sets out how long we keep information about students.

The Trust's Retention Policy is published on-line on individual schools' websites and on the Trust's website [www.mellereducationaltrust.org](http://www.mellereducationaltrust.org).

## 7. Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about students 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 – if required for statutory purposes, such as student, child and workforce data
- The student's family and representatives - if requested and subject to any exceptions requested by such parties, providing regulations are not breached in putting such exceptions in place.
- Educators and examining bodies – to meet contractual needs relating to exams, coursework and educational assessment
- Our regulator (e.g. Ofsted) – if required by statute

- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations (e.g. SQuid, Parent Pay who provide payment services.) This will be subject to consent.
- Central and local government – where required by legislation
- Our auditors – under statutory access requirements, but only insofar as is necessary for them to fulfil their statutory duties
- Health authorities – for safeguarding reasons or where consent is in place
- Health and social welfare organisations - for safeguarding reasons or where consent is in place
- Professional advisers and consultants - with consent or to fulfil their role working with individual students. They will not retain such data beyond the contracted period, other than where parental consent exists (such as school counselling services)
- Police forces, courts, tribunals or other security organisations – where regulations permit

We will seek consent to share certain information with the following:

- Survey and research organisations – to inform educational research
- Charities and voluntary organisations – such as the school’s fundraising body

We do not sell student data but on occasions may supply anonymised student data for statistical research purposes.

**Note:** the Trust consists of Francis Combe Academy, Bushey Academy and central staff. Data may be shared between staff throughout the Trust in order to perform an official task or where there is a legal obligation. This applies to existing schools and schools joining the Trust in the future. The actions and safeguards within this privacy notice will be observed throughout the Trust in controlling, processing or sharing data.

## 8. National Pupil Database

We are required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

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

For more information, see the Department’s webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

## 9. Youth support services

Once our students reach the age of 13, we are legally required to pass on certain information about them to the relevant local authority<sup>1</sup>, 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, work opportunities and careers advisers.

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<sup>1</sup> Hertfordshire County Council for The Bushey Academy and Francis Combe Academy.

We may need to share personal data with third party organisations making and organising work experience.

Parents/carers, or students once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to the local authority.

## 10. Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## 11. Parents and students' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

We recommend that subject access requests be submitted in writing, preferably using the Subject Access Request Form at Appendix 1. Forms are also available on our schools' websites, the Trust website and our schools' offices. Requests can also be submitted by letter, email or fax to either the data protection lead at your school or the DPO. They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

In the Academy setting, there is no automatic parental right of access to your child's **educational record**. However, the Trust has taken the view that its schools should provide this information if requested. To request access, you should apply to the Data Protection Lead at your school. You will receive a response within 15 school days. Contact information can be found at the 'Contact us' section of this Notice.

## 12. Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer or the data protection lead at school level.

## 13. 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 the Data Protection Lead in your School in the first instance. Your data protection lead is:

- For Bushey Academy, Ken Cooper, email: [kcooper@thebusheyacademy.org](mailto:kcooper@thebusheyacademy.org)
- Francis Combe Academy, Jacqueline Hurst, email: [J.Hurst@franciscombeacademy.org.uk](mailto:J.Hurst@franciscombeacademy.org.uk)

If your complaint is not dealt with to your satisfaction then you should refer it to the chair of governors of the school's Local Governing Body. They will review whether the school has acted in accordance with the data protection policy.

Should a satisfactory resolution not be reached, then your complaint will be referred to the Data Protection Officer for the Trust. We will make every endeavour to resolve your complaint but recognise that you also have the right to make a complaint to the Information Commissioner's Office. They can be contacted by calling 0303 123 1113 or reporting a concern at <https://ico.org.uk/concerns/>. Alternatively, you can write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

## 14. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Trust's **data protection officer**:

- David Hughes, Director of Finance and Operations: [david.hughes@mellereducationaltrust.org](mailto:david.hughes@mellereducationaltrust.org)

Each school has a Data Protection Lead, and they can be contacted in the first instance regarding any issues or concerns relating to data protection. The Leads are:

- For Bushey Academy, Ken Cooper, email: [kcooper@thebusheyacademy.org](mailto:kcooper@thebusheyacademy.org)
- Francis Combe Academy, Jacqueline Hurst, email: [J.Hurst@franciscombeacademy.org.uk](mailto:J.Hurst@franciscombeacademy.org.uk)

This notice is based on the [Department for Education's model privacy notice](#) amended for parents/carers and to reflect the way we use data in our Trust.

# Appendix 1: Subject Access Request Form

[Insert date]

[insert your name and address]

## Re: Subject Access Request

Dear [insert the name of your data protection officer]

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.

Here is the necessary information:

Name	
Relationship with the school	Please select: Pupil / parent / employee / governor / volunteer  Other (please specify):
Correspondence address	
Contact number	
Email address	
Details of the information requested	Please provide me with: <i>Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example:</i> <ul style="list-style-type: none"><li>• Your personnel file</li><li>• Your child's medical records</li><li>• Your child's behavior record, held by [insert class teacher]</li><li>• Emails between 'A' and 'B' between [date]</li></ul>

If you need any more information from me, please let me know as soon as possible.

Please bear in mind that under the GDPR you cannot charge a fee to provide this information, and in most cases, must supply me with the information within 1 month.

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at [www.ico.org.uk](http://www.ico.org.uk)

Yours sincerely

Name