



SCHOOL PRIVACY NOTICE – Arnold Hill Academy

What is a Privacy Notice?

The purpose of a Privacy Notice is to explain how your personal information may be used. It details why we collect information and who we may share it with. We are collecting this information in terms of articles contained in:

General Data Protection Regulation
The Education Act 1996 – section 537a
The Children Act 1989 – section 83

Who are we?

We, **(Arnold Hill Academy)**, are a Data Controller for the purposes of the Data Protection Act 1998. We collect information from you and may receive information about you and your child from his/her previous school and the Learning Records Service.

Why is information collected?

The reasons we keep records about you and your family are to:

- Support teaching and learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Give the best possible service
- Safeguard children and young people from harm
- Assess how well schools are doing

What information is collected?

Information that may be collected includes contact details, date of birth, national curriculum assessment results, attendance information ¹ and personal characteristics such as ethnic group, special educational needs and any relevant medical information. *If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.*

Who may my information be shared with?

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to Nottinghamshire County Council and the Department for Education (DfE). Nottinghamshire County Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible.

¹ Attendance information is **NOT** collected as part of the Censuses for the Department for Education for the following pupils/children - a) in nursery schools; b) aged under 4 years in maintained schools; c) in alternative provision; and d) in early years settings.

Arnold Hill Academy is part of the Trent Academies Group.

The registered office is Trent Academies Group, Rushcliffe School, Boundary Road, West Bridgford, Nottingham NG2 7BW
The company's registered number is 8128513



These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, to support the process of admissions to schools and provide information for children, young people and family support services.

The Council also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

Nottinghamshire County Council may also share information, when appropriate and within the legal framework, with other organisations for example:

- Primary Care Trusts (PCT)
- Police Forces
- Futures Services (previously Connexions)
- Nottingham City Council
- Further Educational Colleges

Organisations have a legal right to share information when it is in the best interests of the child or young person. Sometimes we have a duty to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or intervention.

Once a child is aged 13 or over we are required to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide name and address, and any further information relevant to the Futures Services' role. However, a child (if over 16) or their parents can ask that no information beyond name and address be passed to Futures. Please inform the school if you wish to opt-out of this arrangement. For more information about young people's services, please go to the National Careers Service page at

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

Can I see the information held about me and my family?

Under the Data Protection Act 1998 you are entitled to know what information is held about you. If you want to see a copy of the information we hold and share about you then please contact the school.

Requesting Access to Your Personal Data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs. L Roberts at Arnold Hill Academy. You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purposes of direct marketing;
- Object to decisions being taken by an automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, in the first instance, please contact Mrs. L. Roberts in writing at Arnold Hill Academy. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it. The DPO for Arnold Hill Academy is Craig Stillwell. The Data Protection Officer details are: Judicium Consulting Ltd, 72 Cannon Street, London, DC4N 6AE and the contact email address is: dataservices@judicium.com

Right to withdraw Consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific progressing at any time. To withdraw your consent please contact Mrs. L. Roberts at Arnold Hill Academy. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate bases for doing so in law.

What can I do if the information held is incorrect?

If you suspect that your information is out of date or incorrect you have a right to request that the data is amended. To do so please contact Mrs. L Roberts at Arnold Hill Academy.

Want to know more?

We are required by law to pass some information about you to the Department for Education (DfE) and in turn this will be available for the use of the LA.

Data Management
Children & Young People's
Services Nottinghamshire County
Council County Hall, West
Bridgford, Nottingham, NG2 7QP
Email: data.management@nottscc.gov.uk

For independent advice about data protection, privacy and information sharing issues you can contact:

The Information Commissioner

08456 30 60 60

<http://www.ico.gov.uk>