



## Privacy notice for students: Aged 12 & Under

*Note to parents / carers: This privacy notice explains how we collect, store and use personal data about your child. There is a separate privacy notice relating to the processing of parent or carer personal information.*

### Who processes your information?

.... Burlington Danes Academy is part of the academy trust called Ark Schools. Ark Schools is the organisation which is in charge of your personal information. This means that Ark Schools is called the 'Data Controller'. The postal address for Ark Schools is The Yellow Building, 1 Nicholas Road, London, W11 4AN.

If you want to contact us about your personal information you can contact our school data protection lead, who is Mr. Christopher Currie. You can speak to him in school or you can leave a letter at reception or send one by post or email by emailing [christopher.currie@burlingtondanes.org](mailto:christopher.currie@burlingtondanes.org). You can also email Ark Schools' Data Protection Officer using the email address [dataprotection@arkonline.org](mailto:dataprotection@arkonline.org).

Your data may be shared with third parties, where it is necessary for us to do so and we have a lawful basis to do so.

### Why do we need your information?

We have the legal requirement, a contractual obligation and a legitimate interest to collect and process your personal data, including those in relation to the following:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate care for you;
- Assess the quality of our services;
- To keep children safe (food allergies, or emergency contact details);
- Comply with the statutory duties placed on us by Department for Education (DfE) data collections.

We have a good reason for having this information which means it is lawful and so we do not usually need your consent (permission) to use this information. Sometimes we may want to use your data differently and in these cases we may need to gain your consent. We will ask your parent or carer for consent and they can change their mind at any time.

### Information that we collect, process, hold and share

This includes:

- Personal identifiers and contacts (such as name, unique pupil number and reference numbers, contact details and address);
- Characteristics (such as ethnicity, language, and free school meal eligibility);
- Safeguarding information (such as court orders and professional involvement);
- Special educational needs (including the needs and ranking);
- Medical and administration (such as doctors' information, child health, dental health, allergies, medication and dietary requirements);
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended);
- Tests and results;
- Information about behaviour (such as exclusions and any relevant alternative provision put in place);
- Information about free school meal and pupil premium eligibility;
- Information we use to arrange school meals (e.g. whether you have school dinners and how often);
- Add information about biometric recognition systems such a cashless catering;
- CCTV images captured in school;
- Add any others relevant e.g. any other form of identity management or authentication, anything related to school trips;
- We will also use photographs of you but only when it is appropriate to do so.

## The lawful basis on which we process this information

- Article 6 1(a) of the GDPR which allows processing that is necessary in order for the school to function;
- Article 6 1(b) of the GDPR which allows processing that is necessary for the performance of a contract;
- Article 6 1(c) of the GDPR which allows processing that is necessary to comply with a legal obligation;
- Article 6 1(d) of the GDPR which allows processing that is necessary to protect vital interests;
- Article 6 1(e) of the GDPR which allows processing that is n our legitimate interests;
- Article 6 1(f) of the GDPR which allows processing with your consent;
- Article 9 2(b) of the GDPR which allows the processing of special category data that is necessary for carrying out obligations in the fields of employment and social security and social protection law;
- Article 9 2(g) of the GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest;
- Article 9 2(j) of the GDPR which allows the processing of special category data when it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

The processing of personal data and the identification of a relevant lawful basis of processing is subject to an ongoing review and is consistently being reviewed as part of our efforts to adhere to the principles of data protection.

## Storing your data

Your data is processed using a combination of cloud-based information management systems, cloud storage and sharing facilities, on local file servers and in paper copies. In accordance with data protection legislation it is only retained for as long as is necessary to fulfil the purposes for which it was obtained, and not kept indefinitely.

We have a policy which explains how long we keep information. It is called a Data Retention Schedule and you can ask for a copy at reception.

## Transfer outside of the European Economic Area (EEA)

We do not normally transfer your information to a different country outside the EEA. However, some of our external third-party support partners are based outside the EEA so their processing of your personal data will involve a transfer of data outside the EEA.

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented, including:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission;
- Where we use certain service providers, we may use specific contractual clauses approved by the European Commission which give personal data the same protection it has in Europe.

## Who we share your data with

We do not share your information with anyone without permission unless the law says we can or should. We share information with the following:

### **Government**

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) (England) Regulations 2013), to pass some information about you to the DfE. This is the part of the Government which is responsible for schools. This personal information may, in turn, then be made available for use by the Local Authority. The DfE may also share this information that we give to them with other people or organisations. This will only take place where the law, including the law about data protection, allows it.

### **Parents and carers**

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent / carer is allowed to have.

### **External organisations**

We may also share your personal data to:

- Your new school if you move schools;
- Disclosures connected with special educational needs support;
- School nurse / counsellor and CAMHS (Child and Adolescent Mental Health Service);
- Educators, examining bodies and our regulator Ofsted;
- Suppliers and service providers – to enable them to provide the service we receive from them;
- Central and local government;
- Survey, research and security organisations;
- Health authorities, health and social welfare organisations;
- Financial organisations, professional advisers and consultants including our auditors;

- Charities, voluntary organisations and professional bodies;
- Police forces, courts, tribunals.

We may not need consent to share your information. However, if at any time it appears to us that we would need permission then we will ask before sharing.

## What are your rights?

Your parents or carers have the right to do the following:

- You can ask us for a copy of the information we have about you. This is called a ‘subject access request’;
- You can ask us to correct any information we have about you if you think it is wrong;
- You can ask us to erase information about you (although we may have good reasons why we cannot do this);
- You can ask us to limit what we are doing with your information;
- You can object to what we are doing with your information;
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

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

Ark Schools aims to comply fully with its obligations under the GDPR. If you have any questions or concerns regarding Ark management of personal data including your subject rights, please contact the Data Protection Officer ([dataprotection@arkonline.org](mailto:dataprotection@arkonline.org)) who is responsible for ensuring Ark Schools is compliant with the GDPR. If Ark holds inaccurate information about you, Data Protection Officer ([dataprotection@arkonline.org](mailto:dataprotection@arkonline.org)) explaining what the problem is and where appropriate provide with any evidence to show what the information should say. Keep copies of the correspondence. If after a reasonable amount of time (28 days is recommended) the information has not been corrected, you can make a complaint. If you feel that your questions / concerns have not been dealt with adequately on any data protection matter please get in touch with us and the matter will be escalated to our Director of Governance. If you remain unhappy with our response or if you need any advice you can contact the Information Commissioner’s Office (ICO). Please visit their website ([www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)) for information on how to make a data protection complaint.