

Privacy notice for pupils

You have a legal right to be informed about how our academy uses 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, City of Peterborough Academy Special School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Alison Hope (see 'Contact us' below).

The personal data we hold and why we use this data

We hold some personal information about you to make sure we can help you learn and look after you at academy.

For the same reasons, we get information about you from some other places too – like other academies, the local council and the government.

This information includes:

Your contact details

Contact details of your parents and carers

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 behavioural incidents or exclusions

Photographs

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

Get in touch with you and your parents when we need to

Check how you're doing in exams and work out whether you or your teachers need any extra help

Track how well the academy as a whole is performing

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 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 personal information where:

You, or your parents/carers have given us permission to use it in a certain way

We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this 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 can use your data.

Collecting this 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 pupil 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 pupils.

A copy of this policy available on our website or a hard copy can be requested from the Academy Office.

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 our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

Data Recipient and purpose of sharing	Student names	Date of Birth	Pupil Characteristics inc. SEN	Home contact details	Parental contact details	Assessment/Examination results	Other
BSquared Assessment tracking system for pupil performance and analysis for EYFS, KS1, KS2, KS3	✓	✓	✓			✓	
Classroom Monitor Assessment tracking system for pupil performance and analysis for KS4	✓	✓	✓			✓	
The Department for Education We are required by law to pass information about students and this in turn is available for use by the local authority	✓	✓	✓	✓	✓	✓	Attendance Exclusions
Police For safeguarding vulnerable pupils	✓	✓	✓	✓	✓		As and when required
Learner Records Service To register pupils for a ULN in order to records post 14 qualifications	✓	✓		✓			
Joint Council for Qualifications To apply for access arrangements in public examinations	✓	✓	✓				

Public Examination Boards - AQA Edexcel Gateway Qualifications BCS Ltd NCFE ASDAN For the purposes of administering exams and certified qualifications	✓	✓	✓			✓	
Groupcall To facilitate effective parent communication	✓	✓	✓	✓	✓		Attendance
Google Drive To share personal documents relating to SEN and Safeguarding with Peterborough City Council							Upload documentation in respect of: SEN Safeguarding Educational Psychology Therapy Services Attendance Services
Liquid Logic ECAF system For co-ordinating services with social care to fulfil our child protection responsibilities.	✓	✓	✓	✓	✓	✓	EHA assessments
CPOMS To monitor behaviour and safeguarding	✓	✓	✓	✓	✓		Medical details
EduFocus Organising and monitoring off site visits	✓	✓	✓	✓	✓		Medical details
Crowd Control and Twitter For PR purposes							Photographs, where consent given
NHS For the purposes of delivering vaccination programmes, screening checks, medical assessments and specialist therapy services.	✓	✓	✓	✓			Medical details
Peterborough Riding for the Disabled To deliver horse riding therapy sessions	✓	✓	✓	✓	✓	✓	Medical details
Outspoken Training For facilitating Bikeability courses	✓		✓				Medical details
St. Georges Hydrotherapy Pool For the delivery of swimming sessions and water therapy	✓	✓	✓	✓	✓		
New Ark Farm For delivery of alternative provision	✓	✓	✓	✓	✓		
Rock UK Outdoor Adventure Centres To ensure pupil safety whilst on residential trips	✓	✓	✓				Medical details and dietary information
Hilltop Outdoor To ensure pupil safety whilst on residential trips	✓	✓	✓				Medical details and dietary information

Cambridgeshire County Council Peterborough City Council Lincolnshire County Council To deliver statutory services	✓	✓	✓	✓	✓	✓	
Peterborough City Council Free School Meals Checking Service	✓				✓		Parent welfare income details as provided
ePEP System (Virtual School_ For the safeguarding of vulnerable pupils	✓	✓	✓	✓	✓	✓	
Tempest Photography Take annual pupil photographs							Pupil photographs See: www.htempest.co.uk/gdpr
Top Class Tutors For the delivery of home education for non-attenders.	✓	✓	✓				
Peterborough Regional College To support the delivery of extended learning opportunities.	✓	✓	✓			✓	
Active Learn To support the delivery of the primary curriculum	✓	✓	✓				Link to Privacy Policy
Sumdog To support the delivery of the primary curriculum	✓	✓	✓				Link to Privacy Policy
MyMaths To support the delivery of the primary curriculum	✓	✓	✓				Link to Privacy Policy
Seesaw https://web.seesaw.me To support the delivery of the ICT curriculum	✓						Link to Privacy Notice Covered by Privacy Shield as data is stored in the US.
Turing Lab https://app.turinglab.co.uk To support the delivery of the ICT curriculum	✓						Link to Privacy Notice
General Assembly https://generalassemb.ly To support the delivery of the ICT curriculum	✓						Link to Privacy Notice Covered by Privacy Shield as data is stored in the US.

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 academy 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 academies 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 academies, 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 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.

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 parents

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 don't 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 don't 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 how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

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