

Privacy Policy (How we use pupil information)

The legislative framework governing and guiding the Education system comprises: The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, 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)
- assessment and attainment (such as phonics results)
- behavioural information (such as any relevant alternative provision put in place)
- Information required for trips off of the school premises

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for the Department for Education (DfE) data collections

Collecting pupil information

We collect pupil information via registration forms and additional documentation as required during the academic year.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We inform you that your personal data will be registered in a record of processing activities for which ETIA Academy is responsible. Personal data provided will be kept as long as the educational relationship is maintained or during the years necessary to comply with the legal obligations. The purpose of the same is to provide our educational services, deal with enquiries. You will be able to express refusal of your data being processed for publicity purposes and to exercise the rights of access, rectification or cancellation,

restriction of processing, objection, portability, and object to automated individual decision-making in accordance with that established in current legislation, please email info@etiaacademy.co.uk

Who we share pupil information with

We do not routinely share pupil information unless legally requested to do so. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

The GDPR gives parents and pupils certain rights about how their information is collected and used. To make a request for your personal information, or be given access to your child's educational record, contact info@etiaacademy.co.uk

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of your personal information we have about you – this is called 'right of access', this is also known as a subject access request (SAR), data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting info@etiaacademy.co.uk

Policy Update

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.

This policy will undergo a comprehensive review on an annual basis and will be amended as necessary to ensure its ongoing relevance and effectiveness in addressing the needs of our diverse community.

Contact

If you would like to discuss anything in this privacy notice, please contact info@etiaacademy.co.uk



ETIA ACADEMY

EDUCATION TAILORED TO THE INDIVIDUAL, ALWAYS