

Leverton Church of England Academy

Main Street, North Leverton, Retford, Nottinghamshire, DN22 0AD
Email: office@levertonacademy.co.uk Tel: 01427 880470



General Data Protection Regulation (GDPR) Privacy notice for pupils and their families

Who processes your information?

Leverton Church of England Academy is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mrs Zoe Sirrell acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01427 880470 or admin@levertonacademy.co.uk

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Leverton Church of England Academy upholds are imposed on the processor.

PCIG Consulting are the data protection officer, with the main point of contact Paul Couldrey. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 0115 8386770 or info@pcdc.org.uk

Why do we collect and use your information?

Leverton Church of England Academy holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- [Maintained schools only] Section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013
- [Academies and free schools only] Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013



Leverton Church of England Academy is a trading name of
Leverton Church of England Academy
Company No. 7998451. Registered in England



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In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- **To support pupil learning**
- **To monitor and report on pupil progress**
- **To provide appropriate pastoral care**
- **To assess the quality of our service**
- **To comply with the law regarding data sharing**
- **To support pupils with Special educational needs**
- **Assessment information**
- **Behavioural information**
- **Relevant medical information**

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- **Personal information – e.g. names, pupil numbers and addresses**
- **Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility**
- **Attendance information – e.g. number of absences and absence reasons**
- **Assessment information – e.g. national curriculum assessment results**
- **Relevant medical information**
- **Information relating to Special Educational Needs and Disabilities (SEND)**
- **Behavioural information – e.g. number of temporary exclusions**
- **Photographs – these will be used to aid our records management and attendance procedures**

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Leverton Church of England Academy and their families is stored in line with the schools

GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.



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Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. **Leverton Church of England Academy** is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. We share children in need and children looked after data with the Department on a statutory basis, under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

This data sharing helps to develop national policies, manage local authority performance, administer and allocate funding and identify and encourage good practice.

We do not share information about our children in need or children looked after with anyone without consent unless the law and our policies allow us to do so.

The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained.

Leverton Church of England Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

- **Pupils' destinations upon leaving the school**
- **The Local Authority (Nottinghamshire county council)**
- **The NHS**
- **School family support service**
- **CAHMS**
- **Early Help Unit**
- **Educational Psychology Service**
- **Department for Education**
- **Social Care Services**
- **Behaviour primary behaviour partnership**
- **Bereavement services**
- **Family of schools**

The information that we share with these parties includes the following:

Name, Address, Date of Birth, School meal preference, Assessment records, Medical History, Behavioural/Exclusion records, SEND information, Multi agency reports, School Nursing team reports, Parent/Carer details.



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What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Leverton Church of England Academy uses your personal data.
- Request access to the personal data that Leverton Church of England Academy holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Leverton Church of England Academy and/or the DfE is collecting or using your personal data, you can raise a concern with the ICO. The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website www.levertonacademy.co.uk or download our GDPR Data Protection Policy.



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GDPR Privacy Notice Declaration

Declaration

I,declare that I understand:

Leverton Church of Academy has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements;

- How my data is used.
- Leverton Church of Academy may share my data with the DfE, and subsequently the LA.
- Leverton Church of England Academy will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Leverton Church of England Academy will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the school's **GDPR Data Protection Policy**.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Name of child: _____

Signature: _____

Date: _____



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