

PRIVACY NOTICE (STUDENTS) **RED HOUSE ACADEMY**

Privacy Notice - Data Protection Act 1998

Northern Education Trust are a data controller for the purposes of the Data Protection Act. We collect information about your child and may receive information about your child from the previous school and the Learning Records Service. We hold this personal data and use it to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information. If your child is enrolling for post 14 qualifications we will be provided with a unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications your child has undertaken.

Biometrics

Where our academies use a recognition system using biometrics; which allows us to make the best use of efficient systems such as cashless catering, library software, and print & copy control, the Trust also:

- Ensures that the pupils 'biometric data is treated with appropriate care and complies with the data protection principles as set out in the Data Protection Act 1998
- Ensures that where data is to be used as part of an automated biometric recognition system that is complies with the additional requirement in sections 26 to 28 of the Protection of Freedoms Act 2012
- Ensures that each parent/child is informed about the use of the biometric systems at the academy
- Ensure that at least one parent has given written consent before data is taken to be used with any biometric system.
- Provides reasonable alternatives of accessing services for those pupils who have opted out of using the system.
- Ensures that all biometric data that is stored is encrypted
- Ensure that all biometric data is erased when a pupil leaves the academy
- Has systems in place that allows parents to withdraw their consent at any time (must be in writing in the form of a letter or email)

In addition

Once your child is aged 13 or over, we are required by law 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 both your child's and your name(s) and address, and any further information relevant to the support services' role. However, if your child is over 16, you (or your child) can ask that no information beyond names, address and your date of birth be passed to the support service. This right transfers to your child on their 16th birthday. Please inform Mrs V Robinson if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the Directgov Young People page at:

www.direct.gov.uk/en/YoungPeople/index.htm

or the LA website:

www.sunderland.gov.uk

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

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(s) of the Local Authority.

If you want to see a copy of the information about you that the Trust hold and/or share, please contact Mrs V Robinson

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

www.sunderland.gov.uk

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

Data Protection Officer,
Sunderland City Council
Civic Centre
Burdon Road
Sunderland
SR2 7DN
Tel: 0191 520 5555
Website: www.sunderland.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288