



Adopted: January 2024

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## Privacy Notice for Children

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

### Who Are We?

Unique Academy collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies in the United Kingdom and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is the **School Administrator**.

### Information Collected By Us

In the course of providing education, we collect the following personal information when you provide it to us:

- Personal information (such as name, contact details, language, nationality, and country of birth)
- Special category characteristics:
  - Ethnicity
  - Special educational needs (SEN) information
  - Relevant medical information
- Attendance information (such as days attended, number of absences and absence reasons)
- Assessment results

We also obtain personal information from sources such as:

- Schools that you previously attended
- Support services (e.g. social workers etc)
- Teams working to improve outcomes for children and young people

### How We Use Your Personal Information

We use your personal information to:

- Support pupils learning
- Monitor and report on pupil progress
- Moderate teacher assessment judgements
- Provide appropriate pastoral care and support services
- Assess the quality of our services
- Comply with the law regarding data sharing
- Support you to decide what to do after you leave school
- Support or improve educational provision
- Ensure no children are missing education
- Support children at risk of permanent exclusion
- Support the secondary admissions process
- Safeguard children and young people
- Improve the education and services we provide

## How Long Your Personal Data Will Be Kept

We will hold your personal information securely and retain it from the child's date of birth until they reach the age of 25, after which the information is archived or securely destroyed.

## Reasons We Can Collect And Use Your Personal Information

We collect and use pupil information under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

If there is processing or sharing that relies on your consent, we will make this clear to you and ensure we seek your consent.

## Who We Share Your Personal Information With

- Department for Education (DfE) and other government agencies and local authorities as required (e.g. to resolve funding queries and to inform of children who are transferring to home education)
- Social services
- Child Missing in Education team
- Commissioned providers of local authority services (such as education services)
- Schools that you may attend after leaving us
- Local multi-agency forums which provide SEND advice, support and guidance
- Schools in our local collaboration, to enable the moderation of pupil assessment outcomes, to support collaborative working through joint analysis, and ensure children continue to receive appropriate education provision
- Third-party providers of information services (such as student and parent apps eg. Bloomz, Doodle and Maestro)
- Contracted providers of services
- Debt collectors, solicitors, county court or other third parties, if we are seeking fees in lieu

We will share personal information with law enforcement or other authorities if required by applicable law.

In addition, the DfE advises that schools collect and maintain accurate destination data for each pupil for at least three years after they leave school so that they can assess their success in supporting their pupils to take up education which offers good long-term prospects. To do this we will seek your consent separately.

## The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law to provide information about our pupils to the DfE as part of statutory data collection such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being 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 our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and are based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

## Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioner's Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us from using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us from delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact the School Administrator, who is the Data Protection Officer.

## Keeping Your Personal Information Secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those with a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Who To Contact And Where To Go For Further Information

Please contact [office@uniqueacademy.education](mailto:office@uniqueacademy.education) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

The General Data Protection Regulation also gives you the right to complain with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at: <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information about how the Department for Education uses your information:

To find out more about the pupil information we share with the DfE, for the purpose of data collection, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

For more information about the DfE's data-sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, and for which project, please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>