

Use of Personal Data

Southway at the Rodillian Academy Limited (“Southway”) operates the Academy and is the Data Controller for personal data provided to the Academy. As the Data Controller it decides the purposes which and the manner in which, any personal data relating to students and their families is to be processed. This Privacy Notice explains how we collect, store and use personal data about students who attend Southway and their families.

The Company Secretary is our Data Protection Officer. Their role is to oversee and monitor our data processing practices. If you have any queries regarding anything in this Privacy Notice, please contact them by email at amarham@rodillianacademy.co.uk or DPO@rodillianacademytrust.co.uk or write to them at

Data Protection Officer
Southway at the Rodillian Academy Limited
The Featherstone Academy
Pontefract Road
Featherstone
Pontefract
West Yorkshire
WF7 5AJ

Why do we need your information?

Southway has the legal requirement and a legitimate interest to collect and process personal data of students and their families, including those in relation to the following:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To keep children safe
- To meet the statutory duties placed upon us for Department for Education (“DfE”) data collections
- To assess the quality of our services
- To comply with the law regarding data sharing

Information that we collect, process, hold and share includes:

- Personal information (i.e. names, unique student number and addresses);
- Characteristics (i.e. age, gender, language);
- Special categories of data (i.e. ethnicity, nationality, biometrics, health);
- Free school meal eligibility;
- Attendance information (i.e. sessions attended, number of absences and absence reasons);
- Assessment information (i.e. Examination results);
- Behavioural information (i.e. number of temporary exclusions);
- Relevant medical information;
- Information relating to Special Educational Needs and Disability (“SEND”);
- Safeguarding information;
- CCTV images;
- Photographs and video recordings
- Use of Internet and ICT resources to ensure safe and appropriate use of resources.

Collecting Student and Families' information

Whilst the majority of information that you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, we will inform you when your consent is required. Student and families' personal data may be obtained and processed from third parties where the law requires us to do so.

The Lawful Basis on which we process this Information

- Article 6 1(a) of the United Kingdom General Data Protection Regulation ("[GDPR](#)") which allows processing with consent for one or more specific purposes;
- Article 6 1(b) of the GDPR which allows processing that is necessary for the performance of a contract;
- Article 6 1(c) of the GDPR which allows processing that is necessary to comply with a legal obligation;
- Article 6 1(e) of the GDPR which allows processing that is carried out in the public interest;
- Article 6 1(f) of the GDPR which allows processing that is necessary for the purposes of a legitimate interest;
- Article 9 2(b) of the GDPR which allows the processing of special category data that is necessary for carrying out obligations in the fields of employment and social security and social protection law;
- Article 9 2(g) of the GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest;
- Article 9 2(j) of the GDPR which allows the processing of special category data when it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Storing Student and Families Information

Personal data is stored securely in line with our Records Management and Data Protection and Information Governance Policies. In accordance with data protection legislation, it is only retained for as long as necessary to fulfil the purposes for which it was obtained, and not kept indefinitely.

Data Transferred outside the UK

Processors that we use may transfer and hold data outside of the UK. We will ensure that organisations that process personal data on our behalf only transfer data to countries that the UK Government deems as having adequate levels of protection in place and in accordance with UK Data Protection obligations. If a processor is found to be transferring data to a country that does not have adequate protections or to an organisation, then we will terminate our contract or other relationship with them.

Who we share data with

We do not share your information with anyone without permission unless the law says we can or should. We share information with the following: -

- Local Authorities
- DfE
- Education Skills Funding Agency
- Standards and Testing Agency
- Ofsted

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- NHS (e.g. vaccinations and school nursing service)
- Police
- Social Services
- Educational Psychology Department
- Children & Adolescent Mental Health Services (CAMHS)
- Children and Family Court Advisory Service (CAFCAS)
- Careers Advisory Service providers
- Peripatetic services
- Alternative education providers
- Other schools/academies (during student transfer)
- Sixth form colleges and other post-16 providers
- Examination Boards
- Library records systems
- Print Management Software providers
- Management Information Systems
- Text and Email communication systems
- Cashless payment systems
- Catering Providers
- IT Contractors
- Providers of visitor management and access control systems
- Residential trip organisers and insurers
- Educational trip management system (i.e. Evolve)
- Providers of online learning resources
- Providers of financial management software
- Photography and design agencies

Youth support services

Once a student reaches the age of 13, we are legally required to pass student information to the local authority who is a provider of youth support services as they have responsibilities in relation to the education or training of 13 to 19 year olds. This enables local authorities to provide Youth Support Services, careers advice and post 16 education and training services.

What are your Rights?

Students and their Families have specific rights in relation to the processing of their personal data. You have a legal right to:

- Request access to the personal data that Southway 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 legal basis for its continued processing;
- Request that the processing of your personal data is restricted;
- Object to your personal data being processed if it is likely to cause, or is causing, damage or distress.

Requests should be submitted to the Data Protection Officer (on the contact details provided). Southway will consider all requests in line with your legal rights and Southway's legal obligations. Families should be aware that students aged 12 and upwards must usually consent to information being supplied under a subject access request to another party including requests made by parents.

Where the processing of data is based on explicit consent, there is a right to withdraw consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

If you have a concern about the way Southway is collecting or using your personal data, please raise the concern with the Data Protection Officer in the first instance. You can also contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

How the Government uses your data?

Under [regulation 5 of the Education \(Information about Individual Pupils \(England\) Regulations 2013](#) we are required to share information about our students with the DfE.

The student data that we lawfully share with the DfE through data collection:

- Underpins Academy funding, which is calculated based upon the numbers of children and their characteristics in each school;
- Informs “short term” education policy monitoring and school accountability and intervention;
- Supports “longer term” research and monitoring of educational policy.

To find out more about the data collection requirements placed on us by the DfE go to

<https://www.gov.uk/education/school-census-and-slasc>

The National Pupil Database (“NPD”)

The NPD is owned and managed by the Department for Education 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 Department. 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. To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the DfE

The law allows the DfE to share pupils’ personal data with certain third parties, including:

- Schools and Local authorities;
- Researchers;
- Organisations connected with promoting the education or wellbeing of children in England;
- Other government departments or agencies;
- Organisations fighting or identifying crime.

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>

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, the DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

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

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If you want to see the personal information held about you by the DfE, you should make a “subject access request”. Further information on how to do this can be found within the DfE’s personal information charter that is published at the following address:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You may contact the DfE with any queries, by visiting: <https://www.gov.uk/contact-dfe>