



Privacy Notice

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

Emerson Park Academy collects, uses and is responsible for certain personal information about staff and students. When we do so, we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

THE PERSONAL INFORMATION WE COLLECT AND USE:

1. Student Information collected and used by Emerson Park Academy

In the course of providing education we collect and use the following student personal information:

- Personal identifiers (such as name, photograph, unique pupil number, contact details and addresses including those of parents or carers)
- Personal characteristics (such as language, nationality, country of birth and free school meal eligibility)
- Special category characteristics
 - Ethnicity
 - Special Educational Needs (SEND) information (including the needs and ranking)
 - Safeguarding information (such as court orders and professional involvement)
 - Relevant medical information (such as Education Health Care Plan, Doctors, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Behavioural information (such as exclusions and any alternative provision put in place)
- Recorded CCTV images for safety, security and crime prevention purposes

We also obtain additional personal information with your consent as follows:

- To support educational trips and other extra-curricular activities
- To provide catering and free school meal management

- To enable identity management/authentication (Biometrics)

Why we collect student personal information

We collect and use student personal information to:

- Support student learning
- Monitor and report on student attainment and progress
- Provide appropriate pastoral care and support services
- Keep students safe (food allergies, emergency contact details)
- Safeguard students and young people
- Support students at risk of permanent exclusion
- Support the in-year admissions process
- Meet the statutory duties placed upon us by the DfE data collections
- Comply with the law regarding data sharing
- Moderate teacher assessment judgements
- Assess the quality of our services
- Support or improve educational provision
- Provide references for Further and Higher education or after students leave

How we collect student information

We collect student information via:

- Registration forms at the students initial start.
- Common Transfer Files (CTF's) from previous schools
- Annual data collection sheets

Student data is essential for the schools' operational use. Whilst the majority of student information provided is mandatory, some may be 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 information to us or if you have a choice.

Lawful Basis

Under the General Data Protection Regulations (GDPR), the lawful bases we rely on for processing student information are:

- Public Task (to provide Education)
- Legal Obligation (reporting to parents and the DfE)
- Fulfilling a Contract (supporting alternative provision)
- Vital Interests (emergency medical attention)

How we store student data

We store student data securely under a combination of software and hardware controls and retain it in accordance with our Data Retention Policy which is compliant with the statutory requirements of the Department for Education (DfE) and other government agencies. For more information on our Data Retention Policy and how we keep this data safe, please refer to our website.

Who we share student information with

- Department for Education (DfE)
- Youth Support Services including Local Authority teams working to improve outcomes for children and young people
- Schools, colleges or universities that students attend after leaving us
- Local authority representatives which support in-year fair access processes and support managed moves between schools
- Local multi-agency forums which provide SEND advice, support and guidance
- Partner organisations which may include Police, school nurses, doctors and mental health workers.
- Other schools and academies 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 ParentPay) where consent has been given.
- Contracted providers of services (such as school photographers and catering providers) where consent has been given.

Why we regularly share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

Department for Education

The Department for Education (DfE) collects personal data from educational establishments and local authorities via various statutory data collections. We are required to share information about our students with the DfE either directly, or via our local authority for the purpose of data collections under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

The National Pupil Database (NPD) owned and managed by the DfE 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.

All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

Youth Support Services

Once our students reach the age of 13, we also pass student information to our local authority (London Borough of Havering) and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services such as careers advisers or other youth support services.

The information shared is limited to the students name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the student once they reach the age of 16.

2. Staff Workforce Information collected and used by Emerson Park Academy

In the course of providing education we collect and use the following personal information:

- Personal identifiers (such as name, photograph, employee or teacher number, national insurance number, contact details and addresses including those of next of kin)
- Personal characteristics (such as gender, age, ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Pension scheme information
- Work absence information (such as number of absences and reasons)
- Qualifications (and where relevant, subjects taught)
- Enhanced DBS reference number and date

We also obtain additional personal information with your consent as follows:

- To support educational trips and other extra-curricular activities
- To provide catering and free school meal management
- To enable identity management/authentication (Biometrics)

This list is not exhaustive, to access the current list of categories of information we process please [refer to our Data Protection Policy on our website.](#)

Why we collect and use staff workforce personal information

We collect and use staff workforce personal information to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed and utilised
- Inform the development of recruitment and retention policies
- Ensure the safety and protection of our students
- Enable individuals to be paid

Workforce data is essential for the schools operational use. Whilst the majority of the information you provide is mandatory, some of it is 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 information to us or if you have a choice.

How we collect staff workforce information

We collect staff workforce information via:

- Application Forms
- Annual data checking sheets

Lawful Basis

Under the General Data Protection Regulations (GDPR), the lawful bases we rely on for processing staff workforce information are:

- Public Task (to provide Education)
- Legal Obligation (reporting to HMRC, DBS checks)
- Fulfilling a Contract (Contract of employment)
- Vital Interests (emergency medical attention)

How we store staff workforce data

We store staff workforce data securely under a combination of software and hardware controls and retain it in accordance with our Data Retention Policy which is compliant with the statutory requirements of the Department for Education (DfE) and other government agencies. For more information on our Data Retention Policy and how we keep this data safe, please refer to our website.

Who we share staff workforce information with

- Department for Education (DfE)

- Payroll service provider
- HMRC
- Teachers Pension and Local Government Pension Scheme administrators

Why we regularly share staff workforce information

We do not share information about our staff workforce with anyone without consent unless the law and our policies allow us to do so.

Department for Education

The Department for Education (DfE) collects personal data from educational establishments and local authorities via various statutory data collections. We are required to share information about our staff with the DfE either directly, or via our local authority for the purpose of data collections under section 5 of The Education (Supply of Information About the School Workforce) (England) Regulations 2007 and amendments.

Payroll Service Provider

Personal data is shared with our payroll service provider to ensure staff are paid and the required statutory deductions are made compliant with current legislation.

HMRC

Personal data is shared with HMRC to ensure we meet our legal obligations under current legislation.

Pension Scheme Administrators

Personal data is shared with pension scheme administrators to enable contributions to be made and pensions to be paid.

3. Requesting access to personal data

Under data protection legislation, parents or guardians and students have the right to request access to information we hold about them. Staff also have the right to request access to their own personal information being held.

To make a request for your personal information, or be given access to your child's educational record, contact the academys Data Protection Officer via info@emersonparkacademy.org

You have the right to:

- Object to processing data that is likely to cause, or is causing, damage or distress.
- Prevent processing for the purposes of Direct Marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or

- destroyed; and
- a right to seek redress, either through the ICO or through the courts.

4. Who to Contact and Where to go for Further Information

Please contact the Data Protection Controller or Data Protection Officer at info@emersonparkacademy.org 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 right to lodge a complaint 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 collections, 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>