

Marish Academy Trust Privacy Notice



Data Protection Act 1998: How we use pupil information

This privacy notice explains how we collect, store and use personal data about pupils within our trust. Marish Academy Trust, Swabey Road, Slough, SL3 8NZ is the data controller for the purpose of data protection law. Our data protection officer is Sophie Holmes: sophie.holmes@marishandwillow.co.uk

Personal data that we may collect, use, store and share (when appropriate) about your child includes, but is not restricted to:

- **Contact details, contact preferences, date of birth, identification documents**
- **Results of internal assessments and externally set tests**
- **Pupil and curricular records**
- **Exclusion information**
- **Attendance information**
- **Safeguarding information**
- **Details of any support received, including care packages, plans and support providers**

We may also collect, use, store and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- **Any medical conditions we need to be aware of, including physical and mental health**
- **Photographs and CCTV images captured in school**
- **Characteristics, such as ethnic background or special educational needs**

We may also hold data about your child that we have received from other organisations, including other schools and social services. **We use the data listed to: Support pupil learning, monitor and report on pupil progress, provide appropriate pastoral care, protect pupil welfare, assess the quality of our services, administer admissions waiting lists.**

Where you have given us consent to do so, we may send marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting us.

We keep personal information about your child while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary. Our retention schedule sets out how long we keep information about pupils. We have put in place appropriate security measures to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your child's personal data securely when we no longer need it.

We do not share information about your child with any third party without consent unless the law and our policies allow us to do so.

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school and early years census. Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research. The information is securely collected from a range of sources including schools, local authorities and exam boards. The Department for Education may share information from the NPD with third parties, such as other organisations which promote children's education or wellbeing in England. These third parties must agree to strict terms and conditions about how they will use the data. For more information, see the Department's webpage on how it collects and shares research data www.gov.uk/data-protection-how-we-collect-and-share-research-data.

If you require a copy of the data we hold on you or your child please contact our data protection officer: Miss Sophie Holmes at sophie.holmes@marishandwillow.co.uk