

# MARLBOROUGH ROAD ACADEMY

## United Learning Group Data Protection Policy

### Pupil and Parent Privacy Notice

#### Scope

The policy set out in this document applies to all United Church Schools Trust (UCST) and United Learning Trust (ULT) schools. The two companies (UCST and ULT) and its subsidiaries are referred to in this policy by their trading name, 'United Learning'.

As a values-led organisation our values of ambition, confidence, creativity, respect, enthusiasm and determination are key to our purpose and underpin all that we do.

#### Definitions

**"Personal data"** means any information relating to an identified or identifiable natural person ("data subject")

an **"identifiable person"** is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person

**"Processing"** means any operation or set of operations performed upon personal data or sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

#### Policy Statement

United Learning values the personal information entrusted to us and will process personal data in accordance with the principles set out in the General Data Protection Regulation (GDPR). United Learning has put in place policies, procedures and guidance to ensure that we will always:

- determine the legal basis for the processing of personal data and document this;
- be open with individuals about how we use their information and who we give it to;
- only process personal data in a manner consistent with the purpose for which it was collected;
- consider and address the privacy risks when we are planning to use or hold personal information in new ways, such as when introducing new systems;
- have processes in place to ensure the accuracy of personal data held;
- keep personal information to the minimum necessary and delete it when we no longer need it;
- have processes in place to enable individuals to exercise their rights as set out in the GDPR,
- have appropriate technical and organisational measures in place to make sure personal information is kept securely and only accessed on a need to know basis;
- provide training to staff who handle personal information and treat it as a disciplinary matter if they misuse or don't look after personal information properly;
- put appropriate financial and human resources into looking after personal information.



Each school will nominate an individual of sufficient seniority who will be responsible for ensuring that these policies and procedures are implemented and adhered to (Data Protection Lead). All staff must receive data protection training appropriate to their role. Each school will keep records to demonstrate compliance with these policies and procedures.

The Data Protection lead for Marlborough Road Academy is Ms J O'Hara, Operations Manager.

This notice is intended to provide information about how the Academy will use or "process" personal data about individuals including current, past and prospective pupils and their parents, carers or guardians (referred to in this notice as "parents").

## Responsibility for Data Protection

The data controller for personal information held by Marlborough Road Academy is United Learning Trust (ULT). ULT is registered with the Information Commissioner's Office (ICO). The registration number is Z7415170.

The Company Secretary is the Data Protection Officer (DPO) and is responsible for ensuring that ULT complies with the Data Protection Law. He/she can be contacted on [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk) or 01832 864538.

Joanne O'Hara is responsible for ensuring that the Academy complies with ULT's policies and procedures in relation to Data Protection. She can be contacted on 0161 537 1315.

## Why we collect and use Personal Data about pupils and parents

Marlborough Road Academy and United Learning Trust collect, create and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We also collect and hold personal information about our pupil's parents and carers. We use this personal data to:

- Provide education services (including SEN), career services and extra-curricular activities to pupils; monitor pupils' progress and educational needs;
- To safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care.
- To enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils at the school.
- To maintain relationships with alumni and the school community.
- For the purposes of management planning and forecasting, research and statistical analysis and to enable ULT to monitor the Academy's performance.
- To monitor use of the Academy's IT systems in accordance with the school's Acceptable Use Policy.
- To receive information about current and prospective pupils from any educational institution that they attended.
- To confirm the identity of prospective pupils and their parents.
- To make use of photographic images of pupils in school publications, on the school website in accordance with the Academy's policy on taking, storing and using images of children.
- To create invoices and process payments for services such as school meals, school trips etc.
- For security purposes, and for regulatory and legal purposes (for example child protection and health and safety) and to comply with its legal obligations.
- To receive reports from any organisation that may be working with your child.
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the Academy.



- To keep you updated about the activities of the Academy including by sending updates and newsletters by email and post.
- To organise trips and visits both in the UK and abroad.

### The categories of personal data held about pupils

The types of personal data processed by the Academy include:

1. Names, addresses, telephone numbers, email addresses and other contact details.
2. Academic records and national curriculum assessment results, including examination scripts and marks.
3. Personal characteristics such as your ethnic group, religious beliefs, any special educational needs you may have and any relevant medical information.
4. Attendance information, behavioural records, any exclusion information.
5. Information provided by previous educational establishments and or other professionals or organisations working with pupils.
6. Where pupils go after they leave the Academy.
7. Images captured by the Academy's CCTV system (in accordance with the school's policy on taking, storing and using images of children).

### The legal basis for the processing of pupil and parent data

The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and where necessary to comply with our legal obligations.

Information relating to racial or ethnic origin, religious beliefs or health (point 3) will only be processed with the explicit consent of the pupil or the pupil's parents or when it is necessary for carrying out our legislative obligations. Further information regarding the purposes for which these data would be processed will be provided with the data collection form.

### Data Retention Periods

The pupil's educational record will move with the pupil to their next school. Where the School is the last school that the pupil attends the records will be kept until the pupil is 25 years old.

Admissions information will be retained for 6 years.

Information relating to financial transactions will be kept for 7 years.

Our data retention schedule sets out how long we keep information about our pupils: it is based on the guidance in the Information and Records Management Society's toolkit for schools and any legal requirements. For further information on how long we keep personal data for please refer to our records retention schedule that can be obtained from the school office.

### Data Security

ULT has in place technical and organisational measures that ensure a level of security appropriate to the sensitive nature of the personal data that we process. For further information regarding how we keep personal data secure please refer to our security of personal data policy.

### Data Processors

We use third party data processors to provide us with a variety of services(1). This use of data processors will only take place if it is in compliance with the UK GDPR and the Data Protection Act 2018 (and any subsequent legislation related to data protection in applicable jurisdictions),.



Decisions on whether we contract with these third party processors are subject to a robust approval process and are based on a detailed assessment of the purpose for which the data processing is required, the level and sensitivity of data involved and the arrangements in place to store and handle the data. To be granted access to pupil level data, data processors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

We currently use the following data processors:

Arbor,	Renaissance Learning
CPOMs,	Birmingham SEN Toolkit
Inventry,	Rising Stars OMARK
Wonde,	Tutor Trust
Fischer Family Trust,	Networkx recruitment
Edurio,	Access (Finance)
Edukey,	The Lowry
Timetables Rock Star,	CCTV
Hegarty Maths	United Learning Marketing Dept

### Sharing Data with Third Parties (other data controllers)

We may share data with the following recipients:

#### References

We will provide references to any other educational institution that the pupil proposes to attend and to potential employers of past and present pupils.

#### School Inspections

On request we will share academic records with inspectors from Ofsted.

#### Department for Education

*We are required, by law, to pass some information about our pupils to the Department for Education (DfE). This information will, in turn, then be made available for use by the Local Authority.*

DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the UKGDPR and the Data Protection Act 2018 (and any subsequent legislation related to data protection applicable jurisdictions).

Decisions on whether DfE releases this personal data to third parties are subject to a robust 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 level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit:

<https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>



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<sup>1</sup> management information systems, accounts software, cloud storage services, applications and software for use in the classroom and to facilitate the secure transfer of data between the Academy and central office

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at <https://www.salford.gov.uk/legal-notice/privacy-statement/> or
- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We will not give information about our pupils to any other third parties without your consent unless the law and our policies allow us to do so.

### **Rights of the Data Subject**

Data protection legislation gives individuals certain rights which are detailed below. If you wish to exercise these rights, please contact Ms J O'Hara.

#### **Right of access to personal data “subject access request”**

You have the right to access the personal data that the school holds about you. Requests need to be made in writing. If your child is over the age of 12 they will also need to sign the request. We take the security of personal data seriously so we may ask you for proof of identity to verify that you are entitled to the information requested.

#### **Right to withdraw consent**

Where we have obtained your consent to specific processing activities you may withdraw this consent at any time.

#### **Right to rectification**

You have the right to have the personal data that we hold about you rectified if it is inaccurate or incomplete. We will respond to such requests within one month.

#### **Right to erasure**

You have the right to have personal data erased in certain specific circumstances. If you make such a request, we will consider whether the right to erasure applies and give you a full and reasoned response.

#### **Right to restrict processing**

In certain circumstances you have the right to request that we restrict the processing of your personal data. If you make such a request, we will consider whether the right to restrict processing applies and give you a full and reasoned response.

Further Information

For further information regarding your rights please refer to our rights of the data subject policy.

If you disagree with a decision that we have taken regarding the processing of your personal data please contact ULT's Company Secretary, Steve Whiffen, on 01832 864538 or [company.secretary@unitedlearning.org.uk](mailto:company.secretary@unitedlearning.org.uk).



You also have the right to lodge a complaint with the information Commissioners Office on 0303 123 1113 or <https://ico.org.uk/for-the-public/> .



**United Learning**  
The best in everyone™

■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination