



Striving for Spiritual & Academic Excellence

Parent Privacy Notice

Jameah Academy

1. Overview

1.1 This Notice explains how we will collect and use your personal data.

1.2 Jameah Academy is the data controller for personal data that we process about you and your child(ren).

1.3 Throughout this Notice, “school” “we”, “our”, “us” and “Academy” refers to Jameah Academy. “you” and “your” refers to those who have parental responsibility for anyone expressing an interest in becoming a pupil at Jameah Academy (both prior to and at formal application stage), together with those who later become a registered student with us.

1.4 From 25 May 2018, we shall process your personal data in accordance with the General Data Protection Regulations 2018 (or GDPR for short). This Notice complies with requirements under both the Data Protection Act 1998 (DPA) and GDPR.

1.5 If there is anything you are unclear about, please contact our Compliance Officer for Data, who shall be happy to answer any queries you may have concerning this Notice or the way in which we processes your personal data. The Compliance Officer for Data's contact details are provided at the end of this Notice.

2. The personal data we hold

2.1 We may collect or receive personal data about you and your child(ren), in a variety of ways, including (but not limited to):

- From you when you provide your contact details and contact preferences for open day activities or register as a parent or carer of a pupil with us
- From another school when a child that you have parental responsibility for transfers to us
- From other organisations such as the local authority, work experience placements and the Department for Education
- Results of internal assessments
- Pupil and curricular records
- Characteristics such as ethnic background, eligibility for free school meals or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health

- attendance information
- Safeguarding information
- Details of any support received, such as care packages, plans and support providers
- Photographs
- CCTV images captured in school

2.2 When we obtain personal data about you from third party sources, we will look to ensure that the third party has lawful authority to provide us with your personal data.

3. The purposes for which we process your personal data and the lawful basis for that processing

3.1 We process your personal data for the administration of your child(ren)'s position as a pupil with us, for purposes including (but not limited to):

- Supporting pupil learning
- Monitoring and reporting on pupil progress
- Providing appropriate pastoral care
- Protecting pupil welfare
- Assessing the quality of our services
- Administering admission waiting lists
- Carrying out research on the views of pupils and parents
- Complying with the law on data sharing

3.2 The lawful basis for this processing is 'Legal obligation' under article 6(1)(C) of the General Data Protection Regulations 2018

3.3 Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how this consent can be withdrawn.

4. Who might we share your data with?

4.1 The Academy will only share your personal data with third parties if the law and our policies allow us to do so. For example, it may share some of your data with bodies such as

- The pupil's family and representatives
- Our local authority
- Central and local government
- The Department for Education
- Health authorities
- Law enforcement

- Educators and examining bodies
- Our regulator (e.g. Ofsted)
- Our auditors

4.2 The Academy may also share your data with other professional bodies for legal reasons such as the emergency services.

4.3 It is important for you to know that data we hold on you or your child will not be shared by us for purposes such as direct marketing by third parties.

5. Your rights as a data subject

5.1 We thought it would be helpful to set out your rights under GDPR. You have the right to:

- Withdraw consent where that is the legal basis of our processing
- Access your personal data that we process, by making a 'Subject Access Request'
- Rectify inaccuracies in personal data that we hold about you
- Have your data erased once we no longer have a legal basis for holding it
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used, intelligible, electronic form and
- Object to certain processing of your personal data by us.

5.2 Parents/carers can make a Subject Access Request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

5.3 If a Subject Access Request is made regarding any data we hold on you or your child, then we will:

- Give you a description of it
- Tell you why we are processing and holding it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision making is being applied to the data, and any consequences of this
- Give you a copy of the information in a commonly used, intelligible, electronic form

5.4 Individuals also have the right for their personal information to be transferred electronically to another organisation in certain circumstances.

5.5 Please see <https://ico.org.uk> for further information on the above rights. You may also contact our Compliance Officer for Data for further information.

6. How we store the data

6.1 We keep personal information about our pupils while they are attending our school. We may also keep it beyond their attendance if this is necessary in order to comply with our legal obligations. Our Data Retention Policy sets out how long we keep information about pupils. This policy can be obtained from the Academy upon request.

7. Other rights

Under the data protection law, individuals have certain rights regarding how their personal data is kept and used, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it to be used for direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted, or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our Compliance Officer for Data

8. Further Information

8.1 We take any queries or complaints about our collection and use of personal information seriously. If you think anything in this Notice is unfair, misleading or inappropriate, or have general queries about our data processing, please raise this with us in the first instance by contacting our Compliance Officer for Data.

8.2 The contact details for our Compliance Officer for Data are:

Safiya Nanabawa
49 Rolleston Street, Leicester LE5 3SD
Telephone: 0116 2627745
E-mail: office@jgacademy.co.uk

8.3 Our data controller registration number provided by the Information Commissioner's Office is: ZA465666