



Striving for Spiritual & Academic Excellence

Parent and Pupil Privacy Notice

Jameah Academy 2026-27

1. Overview

This Privacy Notice explains how Jameah Academy collects, uses, stores and shares personal information relating to pupils and their parents/carers.

Jameah Academy is the data controller for the personal information that we process about pupils and, where applicable, their parents/carers.

Throughout this Notice, “the Academy”, “school”, “we”, “our” and “us” refer to Jameah Academy. “You” and “your” refers to pupils and, where appropriate, parents or carers with parental responsibility.

We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

We are committed to protecting the privacy and security of the personal information entrusted to us and to being transparent about how and why we use it.

If you have any questions about this Privacy Notice or how we process personal information, please contact our Data Protection Officer.

2. What categories of information do we process?

We may collect and process a range of personal information about pupils and their parents/carers. This may include:

- **Personal identifiers and contact information**, such as name, date of birth, unique pupil number, address, telephone numbers and email addresses.
- **Characteristics**, such as ethnicity, language, nationality and eligibility for free school meals, where applicable.
- **Admissions and application information**, including information provided as part of the admissions process and waiting lists.
- **Attendance information**, including sessions attended, absences, reasons for absence and information relating to previous schools.
- **Assessment and attainment information**, including internal assessments, examination results, progress and academic records.
- **Curricular information**, including subjects studied, curriculum records and educational support.
- **Special educational needs and disabilities (SEND) information**, including identified needs, support arrangements and relevant plans.

- **Safeguarding information**, including information relating to child protection, safeguarding concerns, court orders and involvement of relevant professionals where applicable.
- **Medical and health information**, including information about physical or mental health, allergies, medication, dietary requirements and relevant medical conditions.
- **Behavioural information**, including behaviour records, exclusions and any alternative provision or support put in place.
- **Information relating to support**, including care packages, support plans and information provided by relevant support services.
- **Photographs and images**, where applicable and where there is a lawful basis for processing them.
- **CCTV images**, where applicable.
- **Information relating to school activities**, trips, clubs and other educational activities.
- **Information relating to examinations and awarding bodies**.
- **Information relating to parents/carers**, including contact details and information necessary to communicate with them and administer the pupil's education.
- **Information relating to legal or statutory requirements**, where we are required to collect or process such information.

This list is not exhaustive. We will only collect and process information that is necessary, relevant and proportionate for the purposes for which it is being used.

3. Why do we collect and use your information?

We will only collect and use your personal information when we have a good reason to do so in line with the law- this is known as having a lawful basis to use data. Here are the reasons we collect your information for a range of purposes connected with the education, safeguarding and welfare of our pupils, including:

- To support pupil learning and educational development.
- To monitor and report on pupil attainment, progress and attendance.
- To provide appropriate pastoral care and support.
- To safeguard pupils and protect their welfare.
- To identify and support pupils with additional educational, medical or pastoral needs.
- To administer admissions and waiting lists.
- To manage examinations and assessment.
- To manage attendance and behaviour.
- To communicate with pupils and parents/carers.
- To assess and improve the quality of education and services provided by the Academy.
- To comply with our legal and regulatory obligations.
- To provide information required by the Department for Education (DfE), local authorities and other statutory bodies.
- To support the effective administration and management of the Academy.
- To comply with safeguarding, health and safety and other legal requirements.

- To cooperate with relevant professional, regulatory and law-enforcement bodies where we are legally required or permitted to do so.

4. What is our lawful basis for processing information?

We will only collect and use personal information where we have a lawful basis to do so under the UK GDPR.

Depending on the particular purpose for which information is being processed, our lawful bases may include:

- **Legal obligation** – where the Academy is required by law to process information under Article 6(1)(C).
- **Public task** – where processing is necessary for the Academy to perform a task in the public interest or in the exercise of official authority.
- **Legitimate interests** – where processing is necessary for the legitimate interests of the Academy or a third party, provided these interests are not overridden by the rights and interests of the individual.
- **Contract** – where processing is necessary to enter into or perform a contract.
- **Consent** – where we have asked for and received specific consent to process information for a particular purpose.
- **Vital interests** – in limited circumstances where processing is necessary to protect someone's vital interests.

The lawful basis will depend on the particular information being processed and the purpose for which it is being used.

- Where we process **special category data**, such as health information, ethnicity or certain safeguarding information, we will also rely on an appropriate condition under Article 9 of the UK GDPR and any relevant legislation such as Article 9(2)(g) substantial public interest, schedule 1 DPA 2018 safeguarding of children, Article 9(2)(h) health and social care, Article 9(2)(j) research/statistics where applicable.

Where consent is used as the lawful basis, we will explain what we are asking consent for and how consent can be withdrawn.

5. How do we collect your information?

We may collect information from a number of sources, including:

- Parents/carers and pupils.
- Registration and admission forms.
- Previous schools.
- Common Transfer Files (CTFs) and other authorised education records.
- The local authority.
- The Department for Education.
- Examination and awarding bodies.
- Health professionals and relevant support services.
- Safeguarding, Child Protection plans and child protection professionals.
- Other organisations where there is a lawful basis for sharing information.
- Information generated through the pupil's education and attendance at the Academy, including assessment, attendance and behaviour records.

When we obtain personal information from a third party, we will take reasonable steps to ensure that the information has been provided lawfully.

Personal information is essential for the Academy's effective operation. While much of the information we collect is mandatory because of legal or operational requirements, some information may be provided voluntarily.

Where we request information that is voluntary, we will make this clear and, where appropriate, explain the consequences of not providing it.

6. How do we store and protect your information?

We take appropriate technical and organisational measures to protect personal information against unauthorised access, loss, alteration, disclosure or destruction.

Personal information is stored securely and access is restricted to individuals who have a legitimate reason to access it.

We retain personal information only for as long as is necessary and in accordance with our legal, regulatory and operational requirements.

Our Records Management document sets out how long different categories of information are retained and this information is available on request.

Where information is stored electronically, we use appropriate security measures to protect it.

Where information is stored in paper form, appropriate physical security measures are used.

7. Who do we share your information with?

We will only share personal information where there is a lawful basis for doing so.

Depending on the circumstances, we may share information with:

- Parents, carers and authorised representatives.
- The local authority.
- The Department for Education (DfE).
- Other schools, including schools a pupil attends after leaving Jameah Academy.
- Examination and awarding bodies.
- Ofsted and other regulatory or inspection bodies.
- Health authorities and relevant health professionals.
- Safeguarding and child protection agencies.
- The police and other law-enforcement agencies where legally permitted or required.
- Relevant government departments and agencies.
- Professional advisers and auditors where appropriate.
- Providers supporting the delivery of education, safeguarding or other Academy services, where there is a lawful basis.
- Other organisations where sharing is required by law or necessary to protect the vital interests or welfare of a pupil.

We do not sell personal information to third parties or permit personal information to be used for third-party direct marketing. A list of key systems and service providers can be obtained from the school on request."

8. Why do we share pupil information?

Information may be shared to:

- Fulfil statutory duties.
- Support a pupil's education and progress.
- Safeguard pupils and protect their welfare.
- Provide appropriate health, pastoral or educational support.
- Meet examination and assessment requirements.
- Support school admissions and transfers.
- Meet government reporting and data-collection requirements.
- Enable relevant organisations to carry out their legal functions.
- Prevent and detect crime where appropriate.
- Respond to emergencies or protect an individual's vital interests.

We will only share the information that is necessary and proportionate for the particular purpose.

9. Department for Education (DfE)

The Academy is required to provide certain pupil information to the Department for Education (DfE), either directly or through the relevant local authority, as part of statutory data collections.

The DfE collects information through a number of statutory collections, including the School-Level Annual School Census. We may also provide or verify information relating to pupils' examination results and attainment as part of the Department for Education's data checking exercises. The DfE processes this information for purposes including education statistics, research, planning and monitoring educational provision.

The information provided to the DfE may be used to:

- Support school and education funding.
- Monitor education provision and pupil outcomes.
- Support education policy development.
- Monitor school performance and accountability.
- Undertake statistical analysis and research.
- Support longer-term research into educational outcomes and policy.

Information provided to the DfE is transferred and held using appropriate security measures.

10. Youth support and careers services

Where applicable, information about pupils may be shared with the local authority and/or relevant youth support or careers services where this is required or permitted by law.

This may enable pupils to receive appropriate support relating to:

- Careers advice.
- Education, employment or training.
- Youth support services.
- Post-16 education and training.

Where such sharing is required by law, we will provide the information necessary to meet the relevant statutory requirements.

11. How does the government use pupil data?

Pupil information lawfully shared with the Department for Education may be used to:

- Support the allocation of education funding.
- Monitor education policy and school accountability.
- Support education planning.
- Undertake statistical analysis.
- Conduct research into educational outcomes and policy.

The DfE may share information with approved third parties where it has a lawful basis to do so.

12. What are your rights?

Under data protection legislation, individuals have a number of rights concerning their personal information.

Depending on the circumstances, you may have the right to:

- Request access to the personal information we hold about you.
- Request that inaccurate or incomplete information is corrected.
- Request restriction of processing in certain circumstances.
- Object to certain processing of your personal information.
- Request deletion of personal information where there is no compelling reason for us to continue processing it.
- Withdraw consent where consent is the lawful basis for processing.
- Request a copy of your personal information in a commonly used electronic format in certain circumstances.
- Object to certain automated decision-making. The Academy does not currently undertake solely automated decision-making that produces legal or similarly significant effects.
- Make a complaint about the way your personal information is being processed.

These rights are subject to certain legal exemptions and do not apply in every circumstance.

13. Requests for access to personal information

If you would like to request access to the personal information held by the Academy, you can make a **Subject Access Request (SAR)**.

Parents/carers may be able to make a request concerning their child's information depending on the child's age, maturity and understanding and the circumstances of the request.

Requests should be made to our **Data Protection Officer:**

Safiya Nanabawa
49 Rolleston Street
Leicester
LE5 3SD

Telephone: 0116 2627745

Email: office@jgacademy.co.uk

We will deal with requests in accordance with the requirements of data protection legislation.

14. How do we deal with complaints?

We take concerns about the collection and use of personal information seriously.

If you are concerned about the way we are collecting, using or sharing your information, you should contact the Academy via the DPO in the first instance using the contact details above.

You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

15. Withdrawal of consent

Where the Academy relies on consent as the lawful basis for processing personal information, you have the right to withdraw your consent at any time.

Withdrawing consent does not affect the lawfulness of any processing carried out before consent was withdrawn.

If you wish to withdraw consent, please contact our Compliance Officer for Data.

16. Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in:

- Data protection legislation.
- Government requirements.
- Academy policies and procedures.
- The types of personal information we process.
- The way in which personal information is collected, used or shared.

We recommend that parents/carers and pupils review this Privacy Notice periodically.

Last updated: 23rd September 2026

17. Further information

If you have any questions about this Privacy Notice or the way in which the Academy processes personal information, please contact:

Data Protection Officer:

Safiya Nanabawa

49 Rolleston Street

Leicester

LE5 3SD

Telephone: 0116 2627745

Email: office@jgacademy.co.uk

Further information about data protection and individual rights is available from the Information Commissioner's Office.

The Academy's Data Protection policy and its Records Management document and other applicable policies, can be obtained from the Academy.

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