



Privacy Notice - How we use parent and pupil information

To run the academy and help learning and achievement for our students, we collect and use information about parents and students. In this document, Co-op Academy Failsworth is referred to as 'We' or 'Ours'. Parents and students are referred to as 'You' or 'Your.' The member of academy based staff responsible for day to day data protection issues is referred to as the General Data Protection Regulation (GDPR) Ambassador. The Data Protection Officer (DPO) acts primarily on behalf of the Co-op Academies Trust and represents it in an advisory capacity.

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (GDPR).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

We have also included a section about your rights in relation to your children who attend the academy. A full Privacy Notice for pupils is available on request

What Information do we collect and use about parents?

We collect many different categories of information, for example:

- Personal details (for example; name, date of birth, national insurance number)
- Contact details (for example; address, telephone number, email address)
- Family details (for example; details of other children, emergency contacts)
- Admission requests
- Records of communications (for example; emails, phone messages and letters)
- Records of visits to the academy (for example; time and date, the person you visited)
- Photographs of you or images on CCTV
- Banking details (A credit or debit card registered with our payment system)
- Records of transactions in our payment system
- Consent for academy visits and extra-curricular activities

In some cases, we will also have:

- Information about consultation with other professionals
- Information about your employment and financial situation
- Information about any care or contact orders relating to your child(ren)

Why we collect and use parent information

We use the information

- To support the admissions process
- To support learning for your child(ren)
- To maintain a safe environment for our pupils
- To provide appropriate pastoral care
- To enable you to pay for activities for your child(ren)
- To enable you to pay for academy meals for your child(ren)
- To enable free school meals to be provided
- To comply with our legal obligations to share information
- To ensure your health and safety if you visit the academy
- To keep you up to date with news about the academy



The legal basis for using parent information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you [Article 6(1)(a)]
For example: The use of banking information in our payment service
- To meet a legal requirement [Article 6(1)(c)]
For example: Providing your contact details to the local authority
- To protect the vital interests of you or someone else [Article 6(1)(d)]
For example: Giving your contact details to emergency services
- Delivering a public task [Article 6(1)(b)]
For example: Recording communications about your child(ren) being absent from the academy

What Information do we collect and use about pupils?

We collect many different categories of information, for example:

- Personal details
- Contact details
- Family details
- Admission records
- Attendance records
- Absence details
- Behaviour records
- Behaviour management records
- Academic progress
- Examinations details
- Trips and visits
- Extra-curricular activities
- Photographs of you
- Images from CCTV
- Files, messages, documents and artwork you have produced
- Records of discussions with members of staff
- Records of your use of academy IT systems

In some cases, we will also have:

- Information about consultation with other professionals
- Information about supporting your learning
- Records of any academy equipment loaned to you
- Information about plans for career or post 16 education choices

Some of the personal data we keep is given greater protection and is known as special category personal data.

Special category data that we collect and use about you includes

- Information about health conditions
- Information about sickness related absences
- Information about your ethnic origin
- Biometric data used to identify you

Why we collect and use pupil information

We use the information

- To support the admissions process
- To support your learning
- To monitor and report on your academic progress
- To enable you to take part in exams
- To provide appropriate pastoral care
- To help us manage any health conditions that may affect your learning
- To comply with our legal obligations to share information
- To check the quality of our services



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The legal basis for using pupil information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you or your parent or legal guardian [Article 6(1)(a)]
For example: The use of your photographs on our website
- To meet a legal requirement [Article 6(1)(c)]
For example: Providing information for the Education Department Census
- To protect the vital interests of you or someone else [Article 6(1)(d)]
For example: Giving your family details to emergency services
- Delivering a public task [Article 6(1)(b)]
For example: Recording your attendance at the academy each day

Where we use special category data, our use is legal due to one of the following reasons:

- Explicit informed consent given by you or your parent or legal guardian [Article 9(2)(a)]
For example: Using your fingerprints to identify you to our IT systems
- We are legally obliged to collect and use it [Article 9(2)(b)]
For example: Information about your ethnic origin or any disability
- To protect the vital interest of you or someone else [Article 9(2)(c)]
For example: Giving detail of health conditions to the emergency services
- Because it is part of delivering a public service [Article 9(2)(g)]
For example: Holding data on any medical condition so that we can help you manage it

Storing parent/pupil personal data

Most of the personal data that we collect, and use is added to your Educational Record. This record is kept while you attend **Co-op Academy Failsworth**. If the pupil leaves **Co-op Academy Failsworth** and moves to another school, we will transfer a copy of your records to the new school. We retain a full copy of your record until your 25th birthday. After this we will dispose of all the records securely.

Some personal data is kept for different lengths of time. For example;

- Records of your admission to the academy are kept permanently. We do this as pupils often ask us to confirm the dates they attended **Co-op Academy Failsworth**
- Detailed information about your daily attendance is kept for three years
- Information about free school meals is kept for the current year and 6 years afterwards

If you'd like to know how long we keep a specific piece of personal data, please contact the academy's GDPR Ambassador whose details can be found at the end of this Privacy Notice.

Sharing parent/pupil personal data

At times we may share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- Oldham Local Education Authority
- The National Pupil Database
- Examining bodies
- The Department for Education
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers
- Press and the media
- Youth Support Services (Over 13 years)
- Careers service
- The Co-op Academy Trust

Where we share your personal data with someone who is a supplier or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.



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Parent/Pupil's rights to your personal data

You have rights relating to the personal data that we collect and use. You have different rights depending on the legal basis of the information we are using. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the academy's GDPR Ambassador.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries which do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the GDPR Ambassador whose details can be found at the end of this Privacy Notice.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved in the process.

You will be given full details of these rights if you request access to your personal data or you can ask the GDPR Ambassador.

Parents or Guardian's rights to access pupil's personal data

For pupils in Year 7 we will usually ask their parents or guardian to confirm that pupil can access the personal data. We will also provide pupil's personal data to pupil's parents or guardian if they request it.

Once the pupil reaches Year 8 we will usually consider that the pupil can make decisions about their personal data. This means that in most cases the pupil can request access to their personal data and we will not ask their parents for their permission. It also means that we will not normally release pupil's personal data to their parents or guardian without the pupil's permission.

There may be occasions where we need to provide personal data to pupil's parents or guardian without the pupil's consent. These are likely to occur if there is a concern about the pupil's safety. We may also release personal data if the pupil's behaviour creates concern for the safety or progress of others.

We will still need to ask permission from pupil's parents or guardian for the pupil to take part in some Academy and extra-curricular activities. The requirement for this permission overrides the protection of pupil's personal data.

We are required to provide the pupil's parents or guardian with an annual report of the pupil's progress at the academy. We will offer the opportunity for the pupil's parents or guardian to come into the Academy to discuss this report with the pupil's teachers and other members of staff.

At the start of each Academy year we will ask if the pupil will allow these reports to be sent more often, but the pupil does not have to give this permission.



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Who to contact

The academy has the responsibility to ensure that your personal data is protected. In this capacity it is called the **data controller**. All members of staff work for the data controller.

We recommend that you contact the academy's GDPR Ambassador:

Zarina Ali, zali@failsworth.coop / 0161 688 3900
Co-op Academy Failsworth, Brierley Avenue, Failsworth, Manchester, M35 9HA

Academies are also required to have someone called a Data Protection Officer or DPO. The DPO advises the academy about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Claire Scanlan, claire.scanlan@coop.co.uk / 07739657483
Co-op Academies Trust, 8th Floor, 1 Angel Square, Manchester, M60 0AG

If you have any questions about this privacy notice please contact the GDPR Ambassador or the Data Protection Officer.