

PRIVACY NOTICE FOR PARENTS/CARERS AND STUDENTS

MAYFIELD SCHOOL PRIVACY POLICY

Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about parents and students. Education Impact Academy Trust is the data controller of the personal information you provide to us for the purposes of data protection law.

Our Data Protection Officer can be contacted at: dpo@educationimpact.org.uk.

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you. Please check back frequently to see any updates or changes to our privacy policy.

Last updated: 10/09/2023

OUR CONTACT DETAILS

Name: Mayfield School

Address: Heathfield Road Site, Heathfield Road, Birmingham, B19 1HJ

Wheeler Street Site, Wheeler Street, Birmingham, B19 2EP

Phone Number: 0121 809 2500

E-mail: enquiry@mayfield.bham.sch.uk

THE TYPE OF PERSONAL INFORMATION WE COLLECT

The categories of pupil information that we collect, hold and share include the following:

| | |
|------------------------|--|
| Personal Information | Name, date of birth, identification documents, gender, year group, class, Unique Pupil Number, address, contacts, dietary needs Medical practice address and telephone number Medical conditions School History (previous and future schools) |
| Characteristics | Ethnicity, language, nationality, country of birth |
| Attendance Information | Sessions attended, number of absences, reason for absence |

| | |
|--|---|
| Academic Attainment and Progress Records | Teacher assessment grades Statutory assessment results Standardised score results Photographic evidence of learning Reports to parents (end of year) |
| Other | Pupil achievement awards and evidence (certificates, named trophies, photographs, celebration events) Pupil surveys |
| Other (Not applicable to all) | Free school meal eligibility, Pupil Premium eligibility Safeguarding records (incidents, external agency reports) Court Orders Special Educational Needs (SEND) records (professional assessments, external professional's reports, referrals for external support) Pastoral records (referrals for support both internal and external, notes of discussions with pupils) Details of any support received, including care packages plans and support providers Behaviour incident records and exclusion information |

The categories of parent/carer information that we collect, hold and share include the following:

| | |
|----------------------|--|
| Personal Information | Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts) Free school meals eligibility evidence |
| Other | Letters sent to school Emails sent to school Financial payments, including account arrears (manual and electronic) Parent surveys |

HOW WE GET THE PERSONAL INFORMATION AND WHY WE HAVE IT

Most of the personal information we process is provided to us directly by you, but we may also hold data that we have received from other organisations, including other schools, local authorities, and the Department for Education. This is collected and used for the following reasons:

- To support teaching and learning
- To safeguard pupils
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

LAWFUL BASES

We must make sure that information we collect, and use is in line with the GDPR and Data Protection Act. This means that under Article 6 of the UK GDPR we must have a lawful basis

to collect the data and that if we share it with another organisation or individual, we must have a legal basis to do so. The lawful bases we rely on for processing this information are:

CONSENT

Parents have given clear consent for us to process their (and their child's) personal data for the purpose indicated above. You can withdraw your consent at any time. You can do this by contacting the school.

PUBLIC TASK

Collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function.

VITAL INTERESTS

If we are required to share medical history information with the emergency services in the event of an accident or to share details with other agencies when a child may be in danger or to keep a child safe.

LEGAL OBLIGATION

Data collected for DfE census information which we are required by law to submit.

Special category data is personal data that needs more protection because it is sensitive. To lawfully process special category data, you must identify both a lawful basis under Article 6 of the UK GDPR and a separate condition for processing under Article 9. The separate conditions we rely on for processing this information are:

- 2a. the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.
- 2b. processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.
- 2.c processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

HOW WE STORE YOUR PERSONAL INFORMATION

We take appropriate measures to ensure that personal data is kept secure, including security measures to prevent personal data from being accidentally lost, or used in an unauthorised way. We limit access to your personal data to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the school site. Once the deadline for retaining information has passed, data stored electronically is deleted and paper copies destroyed.

DATA SHARING

As standard practice in all schools we share pupil information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Children's Social Care
- External professionals who visit school
- Supplier and service providers with whom we have a contract
- Voluntary Organisations linked to the school
- Exam Boards

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. We share pupils' data with our local authority (LA) and the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

THE NATIONAL PUPIL DATABASE (NDP)

The National Pupil Database (NPD) is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

- Your right to be informed - You have the right to be informed if your personal data is being used. This privacy notice sets out the basis on which any personal data we collect from you, or that you provide to us will be processed by us.
- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- Your right to prevent automated processing or ask us to explain decisions made by automatic processing - You have a right to prevent automated processing. Automated Processing is when decisions are made about you without people being involved.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at: E-mail: dpo@educationimpact.org.uk: Tel: 0121 809 2489, Post: Education Impact Academy Trust Head Office, Wood End Road, Erdington B24 8BL if you wish to make a request.

The lawful basis for processing does affect which rights are available to you and in certain cases, some rights will not apply:

| | Your right to erasure | Your right to data portability | Your right to object to processing |
|--------------------------|-----------------------|--------------------------------|--|
| Consent | | | X <i>But you can withdraw consent</i> |
| Contractual obligation | | | X |
| Legal obligation | X | X | X |
| Vital Interests | | X | X |
| To perform a public task | X | X | |
| Legitimate interests | | X | |

HOW TO COMPLAIN

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Post: Education Impact Academy Trust Head Office, Wood End Road, Erdington B24 8BL

Tel: 0121 373 5731, E-mail: dpo@educationimpact.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113, ICO website: <https://www.ico.org.uk>