

## PRIVACY POLICY

The University of Chichester Academy Trust considers the privacy of its users to be a serious issue. Please read the following to learn more about our privacy policy.

### WHAT THIS PRIVACY POLICY COVERS

This policy covers how the Trust, including its academies, treats personal information that we collect and receive, including information to your past use of our website.

Personal information is information about you that is personally identifiable like your name, address, email address or phone number, and that is not otherwise publicly available. Personal information also includes personal information relating to our pupils.

### INFORMATION COLLECTION AND USE

The University of Chichester Academy Trust's website provider, Acroweb, automatically receives and records information on its server logs from your browser, including your IP address, cookie information, and the page you request.

We use information for the following general purposes: to customise the content you see, fulfill your requests and for technical web site administration purposes.

### INFORMATION SHARING AND DISCLOSURE

We do not rent, sell or share personal information about you with third parties without your express consent.

We will use reasonable efforts to ensure that your personal data is not disclosed to regional/national institutions and authorities, unless required by law or other regulations.

### INFORMATION ABOUT PUPILS IN OUR ACADEMIES

Data Protection Act 1998: How we use pupil information

We collect 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 use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information.

Once our pupils reach the age of 13, the law requires us to pass on certain information to the relevant Local Authority who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that only their child's name, address and date of birth be passed to the relevant Local Authority by informing the Head teacher at the academy. This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please contact the relevant Local Authority.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact the Headteacher at the academy.

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 LA.

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 Data Protection Act 1998.

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>

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

- the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

## CHANGES TO THIS PRIVACY POLICY

We may update this policy. We will notify you about significant changes in the way we treat personal information by placing a prominent notice on our web site.

## PRIVACY SUPPORT AND CONTACT INFORMATION

If you have any questions or suggestions about this policy, please contact Helen Turner on [h.turner@chi.ac.uk](mailto:h.turner@chi.ac.uk). For more information about each academy's Privacy Policy please refer to their website.