



## **Privacy Policy**

Ark is committed to protecting and preserving the privacy of visitors when using our websites or communicating electronically with us. This policy covers the use of personally identifiable information that is collected in this way.

This policy will be reviewed regularly and may be updated from time to time.

### **Information Management**

Where you voluntarily choose to give us your personal details, the personal data you provide to Ark will be used exclusively for providing you with the information or service you have requested. We will always take all reasonable precautions to make sure that your data remains secure and is handled in accordance with both this Privacy Policy and the Data Protection Policy. Sometimes, we will need to send personally identifiable information about you to other organisations. We will only do this without your consent where the Data Protection Act permits us to do so. Where sensitive personal data such as medical information is involved, the circumstances in which the Data Protection Act would permit disclosure without your consent are very limited. Please be aware that the Data Protection Act itself provides a high level of protection for personal data.

### **Data Protection**

Ark is committed to safeguarding your personal information. Whenever you provide such information, we will use and store your information in line with both the Ark Data Protection Policy and all laws concerning the protection of personal information, including the Data Protection Act 1998. All individuals have the right to access personal information that is held about them and you can request a copy of any information that we hold about you. Please note that any request for this information may be subject to a payment of £10 to cover administrative costs. If you wish to make such a request please contact [foi@arkonline.org](mailto:foi@arkonline.org) who will also act as the contact point for any requests under the Privacy Policy.

### **Security**

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. While we strive to keep the information that you supply secure, please be aware that the Internet is not a fully secure medium. We use secure servers for collecting sensitive information.

### **Cookies**

When we provide services, we want to make them easy, useful and reliable. Where services are delivered on the internet, this sometimes involves placing small amounts of information on your device; for example, computer or mobile phone. These include small files known as cookies. They cannot be used to identify you personally.

These pieces of information are used to improve services for you through, for example:

- Enabling a service to recognise your device so you don't have to give the same information several times during one task.

- Recognising that you may already have given a username and password so you don't need to do it for every web page requested.
- Measuring how many people are using services, so they can be made easier to use and there's enough capacity to ensure they are fast.
- Cookies do not contain any personal information about you and cannot be used to identify an individual user. If you choose not to accept the cookie, this will not affect your access to the majority of facilities available on our website.
- All computers have the ability to decline cookies. You can easily decline or remove cookies from your computer using the settings within the Internet options section in your browser control panel.

*By using our site you agree to accept this privacy policy and are aware that our policy may change with time. Any changes to this policy will appear on this web page.*

## **Privacy Notice**

***Note to parents/carers: This privacy notice explains how we collect, store and use personal data about your child.***

**This letter explains how we use information about your child and what we do with it. We call this information about your child 'personal data' or 'personal information.'**

Under the law, people have a right to be informed about how school uses any information we collect about them. This 'privacy notice' (sometimes called a 'fair processing notice') tells you how we use your child's personal data.

### **Who we are**

Your child's school is called Ark Boulton Academy and it is part of the Academy Trust called Ark Schools. Ark Schools is the organisation which is in charge of your child's personal information. This means that Ark Schools is called the 'Data Controller'. The postal address for Ark Schools is 65 Kingsway, London WC2B 6TD.

If you want to contact us about your child's personal information you can contact our school data protection lead, who is Rita Barratt. You can speak to her by coming into school or you can leave a letter at reception or send one by post.

### **How we use pupil information**

We, Ark Boulton Academy and Ark Schools, collect and hold personal information relating to our pupils. We may also receive information about your child from their previous school, local authority and/ or the Department for Education (DfE). We use this personal data to:

- Support their learning.
- Monitor and report on their progress.
- Provide appropriate care for them.

- Assess the quality of our services.
- Comply with the law about sharing personal data.

**This information will include their:**

- Contact details.
- National curriculum assessment results.
- Attendance information.
- Any exclusion information.
- Where they go after they leave us.
- Personal characteristics such as their ethnic group.
- Any special educational needs they may have.
- Relevant medical information.

We may also use photographs/videos of them when we have consent from parents/carers to do so.

The use of their information is lawful (see Note 1) and so we do not usually need your consent to use this information. Sometimes we may want to use their data differently, and in these cases we would need to gain your consent (permission). We will ask you, their parents/carers, for consent and you can change your mind at any time.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you/your child to provide this information. We will also make it clear whether there is a legal requirement on the school / academy trust to collect the information. If there is no legal requirement, then we will explain why we need it and what the consequences are if the information is not provided.

**When we give your information to others**

We will not give information about your child 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 child that we hold, please contact: Rita Barratt at [info@arkboulton.org](mailto:info@arkboulton.org).

*Government*

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) (England) Regulations 2013), to pass some information about your child to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This personal information may, in turn, then be made available for use by the Local Authority. The DfE may also share this information that we give to them with other people or organisations. This will only take place where the law, including the law about data protection, allows it. (see Appendix 1 for more information on the National Pupil Database).

*Parents and carers*

Although we normally give information about students to Parents/Carers, where appropriate, we will listen to your child's views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent/carer is allowed to have.

### *External organisations*

We will also disclose your personal data to:

- Their new school if they move schools.
- Disclosures connected with SEN support – e.g. non-LA professionals.
- School nurse/ counsellor and Forward Thinking Birmingham.
- Educators, examining bodies and our regulator Ofsted.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Central and local government.
- Survey, research and security organisations.
- Health authorities, health and social welfare organisations.
- Financial organisations, professional advisers and consultants including our auditors.
- Charities, voluntary organisations and professional bodies.
- Police forces, courts, tribunals.

### *Transfer outside of the European Economic Area (EEA)*

We do not normally transfer your child's information to a different country outside the European Economic Area. This would only happen if a parents/carers lives abroad or if your child moves to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer their information. We will look at whether the other country has good data protection laws. If we cannot be sure that it is safe, then we will talk to you and your child about it and make sure that you are happy for us to send their information.

### **Sensitive personal information**

The information disclosed to these people/services will include 'sensitive personal information' about your child. Usually this means information about their health and any special educational needs or disabilities which they may have.

The academy gathers biometric information to identify students. Student fingerprints are not recorded nor stored by the academy. Instead fingerprint data is converted into a code which is used to identify students to administer school meals.

Seek further advice if there is a concern over lawfulness. Our disclosure of your child's personal data is lawful and it is in your vital interest for your child's personal information to be passed to these people or services.

### **How long we keep your information**

We only keep your child's information for as long as we need to, or for as long as the law requires us to. Most of the information we have about you will be in our pupil file. We usually keep these until their 25th birthday unless they move to another school, in which case we send their file to their new school. We have a policy which explains how long we keep information. It is called a Data Retention Schedule and you can ask for a copy at reception.

### **Your rights as a Parent/Carer**

You have the right to do the following:

- You can ask us for a copy of the information we have about your child. This is called a 'subject access request.'
- You can ask us to correct any information we have about your child if you think it is wrong.
- You can ask us to erase information about your child (although we may have good reasons why we cannot do this).
- You can ask us to limit what we are doing with your child's information.
- You can object to what we are doing with your child's information.
- You can ask us to transfer your child's information to another organisation in a format that makes it easy for them to use.

Parents/carers can make a 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.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about your child, we will:

- Give you a description of it.
- Tell you why we are holding and processing 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 an intelligible form.

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

There is more information in our Data Protection Policy or you can ask Rita Barratt our school data protection lead. The policy can be found on our [policies page](#).

If you want to contact us about your personal information you can contact Rita Barratt on [info@arkboulton.org](mailto:info@arkboulton.org).

You can issue a complaint about what we do with your child's personal information. If you are not happy with our answer to your complaint, then you can complain to the Information Commissioner's Office: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

### **Note 1: Legal basis for holding and processing personal data**

The use of your child's information for these purposes is lawful for the following reasons:

- The law requires Ark Schools to collect the information.
- We need the information to meet the legal requirements of safeguarding pupils.
- To fulfil our functions in providing schooling and so we can look after our pupils. This is in the public interest, because everybody is entitled to an education. This means we have real and proper reasons to use your child's information.

**Note 2: Legal basis for holding and processing sensitive personal data**

- Ark Schools is under a legal obligation to disclose the information. Disclosing the information is necessary for us to meet our legal requirements as part of our duty to look after our pupils and protect them from harm.
- To fulfil of our functions in providing schooling. This is a function which is in the public interest.
- We have a legitimate interest in disclosing your information because it is necessary in order to provide our pupils with education and pastoral care and connected purposes as outlined above.
- We will not usually need consent to disclose your child's information. However, if at any time it appears to us that we would need consent then we will ask for it before we make a disclosure