



Data Protection Privacy Notice

Last reviewed: January 2017

This document applies to all academies and operations of the Vale Academy Trust.

The following related document(s) can be found on the Trust's website: www.vale-academy.org

- Data Protection Policy

| Document Control | | | |
|------------------|-----------------------------|-------------|--------------------|
| Review period | 24 Months | Next review | January 2019 |
| Owner | Head of Governance & Policy | Approver | Board of Directors |
| Category | Public | Type | Global |

Vale Academy Trust Privacy Notice - Data Protection Act 1998

Introduction

All academies and operations of the Vale Academy Trust (referred to collectively in this document as “the Trust”), gather and use certain types of personal information about staff, pupils, parents/guardians and other individuals who come into contact with the Trust, in order to provide education and associated functions. The Trust may also be required by law to collect and use certain types of information to comply with statutory obligations. This includes CCTV images which may be used to capture material for security and safety purposes.

The purpose of this Privacy Notice is to explain how your personal information may be used. It details why we collect personal information and who we may share it with.

The Trust is the ‘Data Controller’ for the purposes of the Data Protection Act 1998, and is registered with the [Information Commissioner’s Office](#), registration number ZA229118.

What personal information the Trust collects and why

The Trust collects personal information from pupils and parents/guardians and may also receive personal information from pupils’ previous education establishments and the Learning Records Service. The Trust holds this personal information and uses it to:

- Support teaching and learning;
- Monitor and report on pupil’s progress;
- Provide appropriate pastoral care for pupils, and
- Assess how well the Trust is doing.

This personal information includes contact details, national curriculum assessment results, progress data, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information.

For pupils enrolling for post 14 qualifications, the Trust will be provided with a unique learner number for each pupil by the Learning Records Service, and may also obtain from them details of any learning or qualifications the pupil has undertaken.

The Trust will not share any individual’s personal information outside the Trust without the prior consent of the individual unless the law and our rules allow us to.

Who does the Trust share personal information with

Personal information may only be used or passed on for specific purposes allowed by law to organisations like:

- Local Authorities
- Department for Education (DfE)
- Ofsted
- Education Funding Agency
- Department of Health

The Trust is required by law to pass some personal information about pupils to the Local Authority and the Department for Education (DfE)

Details about how Oxfordshire County Council and the DfE store and use personal information can be found on these websites:

<http://www.oxfordshire.gov.uk/>

<http://www.education.gov.uk/>

If you are unable to access these websites, Oxfordshire County Council and the DfE can provide information by post. Please write to them at:

- Information Management Team,
Oxfordshire County Council
Clarendon House 3rd floor
52 Cornmarket Street
Oxford, OX1 3HJ
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London, SW1P 3BT

The trust may also share personal information with third party providers in order to assess pupils, provide them with targets, make examination entries and access to examination materials such as:

- Exam Boards: (Edexcel, AQA, OCR, WJE, CIE)
- Baseline Testing Centres
- Assessment Analysis Providers

Adviza careers services

For pupils aged 13 or over, the Trust also shares data with the Trust's contracted Information Advice & Guidance (IAG) provider (currently 'Adviza') to enable them to support pupils' progress. The Trust must provide the pupils' and parents/guardians' names and addresses, and any further information relevant to Adviza's role. However, pupils aged 16 or over (or their parents/guardians) can ask that no information beyond name and address be passed to Adviza. Please inform a senior member of the teaching staff if you wish to opt-out of this arrangement.

For more information about Adviza please go to: <http://www.adviza.org.uk/>

How to see your personal information

Individuals wishing to see a copy of their personal information held by the Trust will need to make a 'Subject Access Request'. Please refer to the Trust's Data Protection policy document for details on Subject Access Requests and how to make one. The Data Protection policy document can be found on the Trust's website:

<http://www.vale-academy.org/>

Contacts

If you have any comments, concerns or questions in relation to this document, please email the Trust's 'Freedom of Information & Data Protection Team':

InformationTeam@vale-academy.org

Or you can send a letter addressed to:

***Freedom of Information & Data Protection Team
Vale Academy Trust
Portway
Wantage
OX12 9BY***

To learn about the academies and operations of the Trust, please visit:

<http://www.vale-academy.org/>