Charlton Park Academy
Privacy Notice for Parents and Students

Charlton Park Academy is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about students, in accordance with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, the **Data (Use and Access) Act 2025**, section 537A of the Education Act 1996, and section 83 of the Children Act 1989.

Who Collects This Information
Charlton Park Academy is a "data controller." This means that we are responsible for deciding how we hold and use personal information about students.

The Categories of Student Information That We Collect, Process, Hold and Share
We may collect, store, and use the following categories of personal information about you:

- Personal information (such as name, student number, date of birth, gender, and contact information);
- Emergency contact and family lifestyle information (such as names, relationship, phone numbers, and email addresses);
- Characteristics (such as ethnicity, language, nationality, country of birth, and free school meal eligibility);
- Attendance details (such as sessions attended, number of absences, and reasons for absence);
- Financial details;
- Post-16 learning information;
- Performance and assessment information;
- Behavioural information (including exclusions);
- Special educational needs and disabilities (SEND) information (including Education, Health and Care Plans [EHCPs]);
- Relevant medical information;
- Special categories of personal data (including biometric data, ethnicity, relevant medical information, and SEND information);
- Images of students engaging in academy activities, and images captured by the Academy's CCTV system;
- Information about the use of our IT, communications, and other systems, and other monitoring information (such as ParentPay, cookies, SIMS, Webmail, reports, photos, and entry systems).

Collecting This Information
Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK data protection legislation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your time with the Academy.

How We Use Your Personal Information

- We hold student data and use it to:
- Manage student selection and confirm the identity of prospective students and their parents;
- Provide education services and extra-curricular activities to students, and monitor students' progress and educational needs;
- Inform decisions such as the funding of schools;
- Assess performance and set targets for the Academy;
- Safeguard students' welfare and provide appropriate pastoral (and, where necessary, medical) care;
- Support teaching and learning;
- Give and receive information and references about past, current, and prospective students, and provide references to potential employers of past students;
- Manage internal policy and procedure;
- Enable students to take part in assessments, publish the results of examinations, and record student achievements;
- Carry out statistical analysis for diversity purposes;
- Fulfil legal and regulatory purposes (for example, child protection, safeguarding, diversity monitoring, and health and safety) and comply with legal obligations and duties of care;
- Enable relevant authorities to monitor the Academy's performance and to intervene or assist with incidents as appropriate;
- Monitor use of the Academy's IT and communications systems in accordance with our IT security policy;
- Make use of photographic images of students in Academy publications, on the Academy website, and on social media channels;
- Maintain security, including through the use of CCTV;
- Obtain appropriate professional advice and insurance for the Academy, or where otherwise reasonably necessary for the Academy's purposes;
- Provide support to students after they leave the Academy.

The Lawful Basis on Which We Use This Information

We will only use your information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- **Consent:** The individual has given clear consent to process their personal data for a specific purpose.
- **Contract:** The processing is necessary for a contract with the individual.
- **Legal obligation:** The processing is necessary to comply with the law (not including contractual obligations).
- **Vital interests:** The processing is necessary to protect someone’s life.
- **Public task:** The processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.
- **The Education Act 1996:** For Departmental Censuses three times a year. More information can be found at: www.gov.uk.

Where we process **special category data** (such as medical, ethnic origin, or SEND data), we also meet an additional condition under Article 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018 (such as substantial public interest for safeguarding, statutory education duties, or explicit consent).

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent where this is required or permitted by law.

Sharing Data

We may need to share your data with third parties where it is necessary. There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared, unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

We share student information with:

- The Department for Education (DfE) – on a statutory basis under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013;
- Ofsted;
- Youth support services – under section 507B of the Education Act 1996, to enable them to provide information regarding training and careers as part of the education or training of 13–19-year-olds;
- Other schools or colleges that students have attended or will attend;
- The NHS and health professionals;
- Welfare and safeguarding services (such as social services and the Local Authority Designated Officer [LADO]);
- Law enforcement officials (such as the police and HMRC);
- Professional advisors (such as lawyers and consultants);
- Support services (including insurance, IT support, and information security);
- The Local Authority.

Information will be provided to those agencies securely or anonymised where possible. The recipient of the information will be bound by confidentiality obligations, and we require them to respect the security of your data and to treat it in accordance with the law.

Why We Share This Information

We do not share information about our students with anyone without consent unless otherwise required or permitted by law (including for safeguarding purposes). For example, we share student data with the DfE on a statutory basis which underpins academy funding and educational attainment. To find out more about the data collection requirements placed on us by the DfE, please visit: www.gov.uk.

Storing Student Data

The Academy keeps information about students on computer systems and sometimes on paper. Except as required by law, the Academy only retains information about students for as long as necessary in accordance with timeframes imposed by law and our internal retention policy. If you require further information about our retention periods, please contact the HR and Resources Manager, who can provide you with a copy of our policy.

Automated Decision-Making
Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in limited circumstances. Students will not be subject to automated decision-making unless we have a lawful basis for doing so and we have notified you.

Security
We have put in place appropriate technical and organisational measures to protect the security of your information against accidental loss, unauthorised use, or unauthorised access.

Youth Support Services
- **Students aged 13+:** Once our students reach the age of 13, we pass student information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13–19-year-olds under section 507B of the Education Act 1996. We must provide the student's name, the parents' name(s), and any further information relevant to the support services' role to enable them to provide youth support services and careers advisers. A parent or guardian can request that only their child's name, address, and date of birth be passed to their local authority or provider of youth support services by informing us. This right is transferred to the student once they reach the age of 16.
- **Students aged 16+:** We will also share certain information about students aged 16+ with our local authority and/or provider of youth support services under section 507B of the Education Act 1996. This enables them to provide post-16 education and training providers, youth support services, and careers advisers. For more information about services for young people, please visit our local authority website.

The National Pupil Database (NPD)
The 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 students 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.

To find out more about the NPD, go to: www.gov.uk.

The Department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:
- Conducting research or analysis;
- Producing statistics;
- Providing information, advice, or guidance.

The Department has robust processes in place to ensure the confidentiality of data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and 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;
- The arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements, and retention and use of the data.

For more information about the Department's data sharing process, please visit: www.gov.uk

For information about which organisations the Department has provided pupil information to (and for which project), please visit: www.gov.uk
To contact the DfE: www.gov.uk

Requesting Access to Your Personal Data & Your Rights
Under data protection legislation, parents and students have the right to request access to information about them that we hold (a Subject Access Request). To make a request for your personal information, or be given access to your child's education record, please contact the HR and Resources Manager.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purposes of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed;
- Claim compensation for damages caused by a breach of data protection regulations;
- Make a data protection complaint directly to the Academy.

If you want to exercise any of the above rights, please contact the HR and Resources Manager in writing. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is an appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent
In circumstances where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the HR and Resources Manager. Once we have received notification that you have withdrawn your consent, we will no longer

process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact and Complaints
If you would like to discuss anything within this privacy notice, make a data protection complaint, or raise a concern about the way we are collecting or using your personal data, please contact the HR and Resources Manager in the first instance. We will acknowledge your complaint and respond without undue delay.

We have appointed a Data Protection Officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the HR and Resources Manager, you can contact our DPO using the details below:

- **Data Protection Officer (DPO):** Craig Stilwell
- **Organisation & Address:** Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE
- **Email:** dataservices@judicium.com

If you remain dissatisfied with our response, you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at ico.org.uk.

Changes to This Privacy Notice
We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Date reviewed: November 2026
Next review date: November 2027