

Manchester Enterprise Academy is the Data Controller, for the purpose of the Data Protection Act 2018 and subsequently the General Data Protection Regulation May 2018 (GDPR), of the personal information that you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Manchester Enterprise Academy upholds are imposed on the processor.

Matthew Keeffe is our Data Protection Officer. His role is to oversee and monitor the school's data protection procedures, and to ensure that they are compliant with the GDPR. The Data Protection Officer can be contacted on DPO@meacad.org.uk or 01942 590785.

Why we collect and use your information?

Manchester Enterprise Academy holds the legal right to collect and use personal data relating to pupils and their families.

Also, when a pupil transitions from primary school to Manchester Enterprise Academy, the primary school has a legal obligation to transfer certain personal data to us, including the pupil's educational record and certain special categories of personal data (such as ethnic origin). This transfer takes place no later than 15 school days after the pupil ceases to be registered at the primary school and is carried out using secure file transfer services including the Department for Education's school-to-school (S2S) system, and the Child Protection Online Monitoring and Safeguarding system (CPOMS).

However, it is often necessary or beneficial for us to collect this information earlier, usually in March, so that we can make the necessary preparations for the arrival of new pupils.

In respect of any information which we require, at this early stage, in order to fulfil our duties as a school and a public authority (including any information necessary to make any preparations for safeguarding purposes or to make reasonable adjustments for disabilities), our legal basis for collecting this information is that it is necessary for the performance of a public task.

We may also collect additional personal data about the pupil, at this early stage, which is not strictly necessary for the performance of our duties as a public authority, but which makes the process of transitioning from primary to secondary school more efficient and reduces the administrative burden both for the schools and, in some case, the parents or guardians of the pupil. In this respect, our legal basis for collecting this information is that it is necessary for our legitimate interest in ensuring the smooth transition of pupils between the schools.

You have the right to object to this early collection of information by contacting us on 0161 499 2726 and, if you do, we will only collect information from the primary school at this stage where we can demonstrate that we have compelling, legitimate grounds to do so.

We collect and use personal data in order to process the data lawfully and as set out in the GDPR and UK law, including those in relation to the following:

For non-special/non-sensitive data:

- in relation to a contract for education with you and contained in the Education Act 1996.
- In relation to secondary education under Limitation Act 1980.
- In relation to management of the school under the Education (Governor's Annual Reports) (England) (Amendment) Regulations 2002 SI 2002, No 1171.
- In relation to School Admissions Code, Statutory guidance for admission authorities, governing bodies, local authorities, school's adjudicators and admission appeals panels December 2014.
- In relation to Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

For special /sensitive data:

- In relation to the protection of children under the "Keeping children safe in education Statutory guidance for schools and colleges September 2018"; "Working together to safeguard children. A guide to inter-agency working to safeguard and promote the welfare of children July 2018.
- In relation to the safeguarding of children under the Safeguarding Act 2006.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect pupil welfare
- to assess the quality of our services
- to comply with the law regarding data sharing
- to carry out research

What data is collected?

The categories of pupil information that we collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Personal information – e.g. contact details, contact preferences, date of birth, identification documents
- Pupil and curricular records
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility, or special educational needs
- Attendance information e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results, internal assessments
- Any relevant medical information including physical and mental health
- Exclusion and behavioural information – e.g. number of temporary exclusions
- Pre and Post 16 learning information – e.g. to help with careers advice
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that have been received from other organisations, including other schools, local authorities and the Department for Education.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Manchester Enterprise Academy and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collated.

Will my information be shared?

We do not share information about our pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil’s family and representatives
- Educators and examining bodies
- Our regulator, Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Our auditors
- Survey and research organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

The National Pupil Database (NPD) is managed by the Department for Education (DfE) and contains information about pupils in schools in England. Manchester Enterprise Academy is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

Youth Support Services

Once our pupils reach the age of 13, we are legally required to pass on certain information about them to our Youth Support Services, as it has legal responsibilities regarding the education or training of 13-19 year olds.

This information enables it to provide youth support services, post 16 education and training services, and careers advisors.

What are your rights?

Under data protection legislation, individuals have a right to make a '**subject access request**' to gain access to their or their children's personal information that the schools holds about them.

You also have the right to:

- Be informed about how Manchester Enterprise Academy uses your personal data;
- Request access to the personal data that Manchester Enterprise Academy holds;
- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose 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 the Data Protection regulations.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

Who to contact?

If you have a concern about the way Manchester Enterprise Academy and/or the DfE are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Our Data Protection Officer can be contacted on DPO@meacad.org.uk or 01942 590785.

Alternatively, the Information Commissioner's Office (ICO) can be contacted on 0303 123 1113, Monday-Friday 9am-5pm or on <https://ico.org.uk/concerns/>.

To make a request for your personal information, or be given access to your child's educational record, or to withdraw consent please contact DPO@meacad.org.uk.

Where can you find out more information?

If you would like to find out more information about how we and/or DfE collect, use and store your personal data, please visit our website (www.manchesterenterpriseacademy.org.uk) to download our GDPR Data Protection Policy.