

TheMidland AcademiesTrust

TRANSITION INFORMATION

APRIL 2023

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New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

Safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications
- I will treat my username and password completely private – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of 'stranger-danger' when I am communicating on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

Sharing:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use, such as games.
- I will not make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing or video broadcasting (e.g. YouTube) or music.

Goods Manners:

- I will act as I expect others to act toward me.
- I will respect other's work and property and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone.

Security:

- I will not use a USB or handheld device in school without permission from a member of staff.
- I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others.
- I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not try to fix the fault myself.
- I will not open any attachments to emails, unless I know and trust the person/organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programs on a computer, nor will I try to alter computer settings.
- I will not use chat and social networking sites in school.

When using the internet for research for recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with the Acceptable Use Policy Agreement I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, exclusions and contact with parents and, in the event of illegal activities, involvement of the police.

Please complete the sections to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return the agreement, access will not be granted to school ICT systems

E-Safety Policy Agreement Form

This form relates to the E-Safety Policy, see website for details

Please complete the sections below to show that you have read, understood and agree to the rules included in the E-Safety Policy. If you do not sign and return the agreement, access will not be granted to the school ICT systems.

I have read and understood the above and agree to follow these guidelines when:

- I use the Academy ICT systems and equipment (both in and out of school).
- I use my own equipment in the Academy (when allowed).
- I use my own equipment out of the Academy in a way that is related to me being a member of this Academy e.g. communicating with other members of the Academy, accessing Academy e-mail, VLE, websites etc.

Medical Emergency Authority

Occasionally accidents occur that result in a student needing to seek immediate hospital advice.

Hospitals will sometimes insist on parental permission before they will administer any treatment. Therefore I would ask if you can complete the form as it is not always possible to contact parents, despite every best effort to do so.

This form gives permission for any treatment and also any medical contact numbers which we can then transfer to the hospital.

This form will be kept online and will only be used in a medical emergency.

Should you have any medical concerns about your child then please feel free to contact your Pastoral Leader

Request for school to give medication

The medication is clearly labelled indicating contents, dosage and the child's name in FULL.

Medication WILL NOT be accepted in school unless a form is completed on the website.

I accept that this is a service which the school is NOT obliged to undertake, and the Principal reserves the right to withdraw the service.

Inhalers/Epipens should be carried by the child, though it is possible for a spare inhaler/Epipen, clearly labelled, to be left at the Academy. Children will be allowed to use only their personal prescribed inhalers.

The Midland Academies Trust Home / School Agreement

The Student:

I shall:

- Attend school regularly and on time
- Wear the correct uniform without alterations or additions
- Bring all the equipment and books I need every day
- Use my School Planner to help my personal organisation
- Do my classwork and homework as well as I can
- Support the school's code of conduct by behaving in an appropriate way
- Be respectful, polite and co-operative to members of staff, students and visitors
- Treat school property and the property of others with respect
- Adhere to the school policy on mobile phones and earphones

The Parents/Guardian:

In sending my child to School I/we agree to abide by all the schools policies, procedures and systems.

I/we shall:

- Work co-operatively with the school to answer any concerns or solve any problems which might affect my son/daughter's behaviour or progress.
- Communicate with staff in a polite and respectful way.
- See that my son/daughter goes to school regularly, and avoid taking holidays in school time.
- See that my son/daughter goes to school on time, in uniform and properly equipped to learn.
- Keep the school informed of any concerns or problems which might affect my son/daughter's work or behaviour.
- Accept the school's policies and guidelines for behaviour.
- Ensure my son/daughter complete their homework and support other opportunities for engagement in home learning.
- Attend parents' evening and discussions about my son/ daughter in order to work with the school to ensure his/her progress.
- Accept and agree to abide by the school policy on mobile phones.

The School:

The school will:

- Work hard to ensure that its aims and aspirations become a day to day reality.
- Care for your son/daughter's safety and happiness.
- Provide a balanced curriculum and meet the individual needs of your son/daughter.
- Keep you regularly informed and consulted about general school matters and about your son/daughter's progress in particular.
- Offer a broad curriculum from 11-16 and a wide range of public examination opportunities.
- Invite your son/daughter to participate in a wide range of extracurricular opportunities.
- Work with you to solve any problems, which could affect your son/daughter's progress at school.
- Celebrate the achievements of your son/daughter.

All Parties must read, agree to this Agreement before a student will be taken on roll.

Biometric Information

Dear Parent/Carer

The Midland Academies Trust wishes to use information about your child as part of an automated recognition system. This enables your child to access services in the Dining Hall. The information from your child that we wish to use is referred to as 'biometric information' (see below for further details). Under the Protection of Freedoms Act 2012 (Sections 26 to 28), we are required to notify each parent/carer of a child and obtain the written consent of at least one parent/carer before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprints. The Academy would like to take and use information from your child's fingerprint and use this information for the purpose of providing you child with access to services in the Dining Hall.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurement taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system.

For example,

- a) A school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parents/carers, i.e. as stated above.
- b) The school must ensure that the information is stored securely.
- c) The school must tell you what it intends to do with the information.
- d) Unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is Cunninghams Cashless Systems, the supplier of the biometric system. This may be necessary in order to deal with any queries or problems.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent/carer is required. However, consent given by one parent/carer will be overridden if the other parent/carer objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. That means that, if you give consent but later change your mind, you can withdraw this consent.

Please note that any consent, withdrawal of consent or objection from a parent/carer must be in writing.

We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The Academy is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the Academy, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to the Dining Hall.

If you give consent to the processing of your child's biometric information, please complete the boxes on the electronic form

Please note that when your child leaves the Academy, or if for some reason he/she ceases to use the biometric system his/her biometric data will be securely deleted.

CONSENT FORMS FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form if you consent to the school taking and using information from your child's fingerprint by the Nuneaton Academy as part of an automated biometric recognition system. This biometric information will be used by the Nuneaton Academy for the purpose of students accessing services in the Dining Hall.

In signing this form, you are authorising the Academy to use your child's biometric information for this purpose until he/she leaves the Academy or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent the Academy at the address at the bottom of the page.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the Academy.

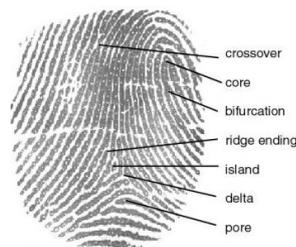
Impact Biometrics at The Midland Academies Trust

We are pleased to announce that the Catering Services within The Midland Academies Trust operate a cashless bio metric system. The system has many advantages including:

- Students are fed very quickly and efficiently
- Queuing times are significantly reduced
- Anonymity for students entitled to a free school meal.
- The potential to block the sale of specific foods for those students with dietary or allergy requirements.



Make up of a fingerprint



Biometrics and Security

Students, parents and staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain and these cannot be reinterpreted back into a fingerprint image.

Methods of payment:

All cash has to be entered onto the system by the student using the relevant cash terminals – no cash will be taken by canteen staff.

Alternatively, cheques can be made payable to The Nuneaton Academy and placed in the post box provided in the dining area. Please write the full name of the student and tutor group on the back of cheques.

Students who are entitled to a free school meal will have their daily allowance automatically added before lunch service.

Frequently Asked Questions

Why do you need to take my child's fingerprint?

By taking an image of your child's fingerprint we can turn this information into a digital signature. This unique reference will then be used instead of a swipe card

Can fingerprints be used by any other agency?

No, the software we use turns your child's fingerprint in to a mathematical algorithm. The image of the finger print is then discarded. The information that is stored cannot be used to recreate an image of the child's fingerprint

What happens when my child leaves the School?

When a student leaves school all data will be deleted.

How does it work?

When the child places his/her finger on the scanner, the software matches their finger print with the unique digital signature held in the database



Free School Meals

Dear Parents and Carers

Did you know... just registering your child for Free School Meals means that the school gets extra money?

Register now to make sure we don't miss out

The Government is giving money to schools to help children from lower income families do their very best. This funding is called 'Pupil Premium'

For every child registered the school gets £955 this year.

With this money we could provide additional teaching and learning support, purchase additional resources such as books, IT equipment and offer a wider variety of experiences at school, e.g. activity weeks to enhance children's learning.

How it works?

1. First, check if you qualify- it is not just if you are unemployed, so please look at the list on the next page.
2. Registering is really quick and easy- if you think you qualify you can apply online at www.warwickshire.gov.uk/freeschoolmeals or by telephone on 01926 742060
3. If you want your child to have a free, healthy meal at lunchtimes that's great- they will get the free meal (saving you more than £350 a year), extra benefits and the school gets £955 extra.
4. If you don't want your child to have the school meals they can continue as normal- as long as you qualify and are registered, the school still gets £955 extra.

Do you qualify?

You can register your child for Free School Meals if you get any of these benefits:

- Income-Based Job Seeker's Allowance or
- Income-Related Employment Support Allowance (Contribution-Based JSA and ESA do not qualify)
- Income support
- Child Tax Credit (but no entitlement to Working Tax Credit for claimant or partner)
- Guarantee Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Working Tax Credit 'run on'- the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.

Uniform Expectations

All uniform is exclusively available from: The Schoolwear Centre
36 Newdegate Street, Nuneaton, CV11 4EU. Tel: 024 7634 1682

All students must adhere to this uniform.

The decision of the Principal is final in relation to incorrect uniform.



Academy blazer



Academy tie (5 stripes)



Black trousers or skirt



White shirt (or Polo Shirt during June/July)



Black socks or tights



School Bag designed to hold A4



Black polishable leather style footwear which covers the foot.



Natural hair colour



No headphones or mobile phones



No leggings or 'skinny' style trousers



No make-up



Neat hair - No 'cult' styles or shavings



No 'hoodies' or sweatshirts



No facial piercings
Only one pair of plain stud earrings



No branded footwear, trainers or boots



**NO
EXCUSES**

Uniform

Physical Education Kit

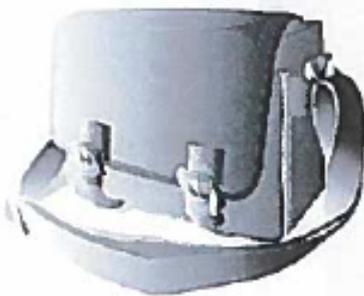
- Black polo shirt, with Academy logo
- Plain black shorts
- Plain black tracksuit bottoms are optional for outdoor sports

All PE kit must have the Nuneaton Academy logo. Students may not be allowed to represent the Nuneaton Academy unless they do so in full Academy kit.

Equipment/Preparation for Learning

Students at the Nuneaton Academy must have:-

- Robust school bag suitable for A4 books – (see pictures)
- Pencil case (pen, pencil, ruler, rubber)
- Small dictionary/thesaurus



Mobile Phones

Mobile phones must be switched off and must not be audible or visible whilst on site

Mobile phones, that appear on view, may be confiscated by staff.

Parents and carers may be asked to collect confiscated phones from the Academy by appointment. The Nuneaton Academy cannot

Term Dates 2023/2024

Nuneaton Academy	
Autumn 1	Tues 5 th Sep 2023 - Fri 27 th Oct 2023
Autumn 2	Mon 6 th Nov 2023 - Fri 22 nd Dec 2023
Spring 1	9 th Jan 2024 - Fri 9 th Feb 2024 (Bank Holiday Mon 1 st Jan)
Spring 2	Mon 19 th Feb 2023 - Fri 22 nd Mar 2023 (Bank Holiday Fri 29 th Mar and Mon 1 st Apr)
Summer 1	Mon 8 th Apr 2024 - Fri 24 th May 2024 (Bank Holiday Mon 6 th May)
Summer 2	Mon 3 rd Jun 2024 - Wed 17 th Jul 2024
Academy closed for teacher training	Fri 1 st Sep 2023 Mon 4 th Sept 2023 Fri 29 th Sep 2023 Mon 8 th Jan 2024 Thurs 18 th Jul 2024 Fri 19 th Jul 2024

Term Time (Students and Staff)
Holiday
MAT INSET Day

August/Sept23							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
51	21	22	23	24	25	26	27
52	28	29	30	31	1	2	3
1	4	5	6	7	8	9	10
2	11	12	13	14	15	16	17
3	18	19	20	21	22	23	24
4	25	26	27	28	29	30	

October 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
4							1
5	2	3	4	5	6	7	8
6	9	10	11	12	13	14	15
7	16	17	18	19	20	21	22
8	23	24	25	26	27	28	29
9	30	31					

November 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
9			1	2	3	4	5
10	6	7	8	9	10	11	12
11	13	14	15	16	17	18	19
12	20	21	22	23	24	25	26
13	27	28	29	30			

December 2023							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
13					1	2	3
14	4	5	6	7	8	9	10
15	11	12	13	14	15	16	17
16	18	19	20	21	22	23	24
17	25	26	27	28	29	30	31

January 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
18	1	2	3	4	5	6	7
19	8	9	10	11	12	13	14
20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
22	29	30	31				

February 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
22				1	2	3	4
23	5	6	7	8	9	10	11
24	12	13	14	15	16	17	18
25	19	20	21	22	23	24	25
26	26	27	28	29			

March 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
26					1	2	3
27	4	5	6	7	8	9	10
28	11	12	13	14	15	16	17
29	18	19	20	21	22	23	24
30	25	26	27	28	29	30	31

April 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6	7
32	8	9	10	11	12	13	14
33	15	16	17	18	19	20	21
34	22	23	24	25	26	27	28
35	29	30					

May 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
35			1	2	3	4	5
36	6	7	8	9	10	11	12
37	13	14	15	16	17	18	19
38	20	21	22	23	24	25	26
39	27	28	29	30	31		

June 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
39						1	2
40	3	4	5	6	7	8	9
41	10	11	12	13	14	15	16
42	17	18	19	20	21	22	23
43	24	25	26	27	28	29	30

July 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
44	1	2	3	4	5	6	7
45	8	9	10	11	12	13	14
46	15	16	17	18	19	20	21
47	22	23	24	25	26	27	28
48	29	30	31				

August 2024							
Wk	Mo	Tu	We	Th	Fr	Sa	Su
48				1	2	3	4
49	5	6	7	8	9	10	11
50	12	13	14	15	16	17	18
51	19	20	21	22	23	24	25
52	26	27	28	29	30	31	

Nuneaton Academy School Day 2023 - 2024

To be confirmed BEFORE September 2023

Leave of absence during term time 2023 - 2024

Information for parents/carers

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, govern all requests for leave within term-time. When considering such requests for a leave of absence, the school are obliged to act within the law.

The amended regulations removed references to 'holiday' and 'extended leave', as well as the statutory threshold of 10 school days. It is now clear that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances relating to the application. If the leave is granted, head teachers are able to determine the number of school days a child can be absent for.

The Government has not defined 'exceptional circumstances' as referred to in the 2013 regulations. It is for the Head Teacher to decide what he/she views as 'exceptional' and it is at their discretion if the circumstances warrant the leave to be granted.

The school can only consider Leave of Absence requests which are made by the 'resident' parent.

Each application for a leave of absence will be considered on a case by case basis and on its own merits.

Where applications for leave of absence are made in advance and refused, the child will be required to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence, which may result in legal action being taken against the parent(s), by way of a Fixed Penalty Notice.

Failure to make an application for leave in advance can also result in a Fixed Penalty Notice being issued to the parent(s).

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Attendance, Compliance and Enforcement Service of Warwickshire County Council

It is important to note, Fixed Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices in the amount of £120 each, totalling £240 for both children, this is reduced to £60 per child if paid within 21 days).

Where a Fixed Penalty Notice is not paid within the required timeframe as set out on the notice, the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal proceedings under S444 Education Act 1996.

Fixed Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices.

We greatly appreciate parental support to reduce the total amount of days lost due to holidays. We are committed to working in partnership with you to enable your child to reach their academic targets and to support their social development. For this to happen we need to keep individual attendance as high as possible - we all need to play our part.

Your child's progress academically as well as socially is our shared priority

Privacy Notice (How we use student information)

The categories of student information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Contact information for parents/carers
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Curriculum details (such as timetables)
- Behaviour information (including exclusion information)
- Medical information
- Safeguarding information
- Special educational needs information (including any support packages)
- Photographs
- CCTV images
- Examination information and results and attainment
- Post 16 learning information

Why we collect and use this information

We use the student data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We only collect and use student information when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process students' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing student data

We hold student data whilst students are attending our schools. We may also keep it beyond their attendance at our schools if this is necessary in order to comply with our legal obligations. The [Information and Records Management Society's toolkit for schools](#) sets out how long we keep information about students.

Who we share student information with

We will routinely share student information with:

- Schools or colleges that the student attend after leaving us
- our local authority
- the Department for Education (DfE)
- United Learning Trust
- Examining bodies
- Suppliers and service providers
- Financial organisations
- Our auditors
- Health authorities
- Police forces, courts, tribunals
- Social care

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Youth support services

Once our students reach the age of 13, we also 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.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

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 our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether 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: and
- the arrangements in place to store and handle the data

To be granted access to student 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: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer, dpo@midlandacademiestrust.co.uk or by letter.

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 purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Rachel Marshall
Data Protection Officer
dpo@midlandacademiestrust.co.uk