



# Harmonize Academy

Harmonize Academy  
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Dear Parents/Carers

## Privacy notice for parents/carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to parents and carers of our pupils where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Harmonize Academy AP Free School, are the 'data controller' for the purposes of data protection law. Our data protection officer is Mr Gerard Tiernan, Assistant Principal and SENCo.

**The personal data we hold:** Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Academic progress records and results of internal assessments and external exams
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Attendance and Exclusion information
- Details of any medical conditions, including physical and mental health and dietary requirements
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs; and CCTV images captured in school

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

**Why we use this data:** We use this data to comply with the law regarding data sharing and especially, to support pupil learning, provide pastoral care and protect pupil welfare.

**Our legal basis for using this data:** We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where we need to comply with a legal obligation or we need it to perform an official task in the public interest. We may also process pupils' personal data in situations where we have obtained consent to use it in a certain way or we need to protect the individual's vital interests. Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

**Collecting this information:** While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

**How we store this data:** We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

**Data sharing:** We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so. We are required to provide information about pupils to the Department for Education and some of this is stored in the National Pupil Database.

**Youth support services:** We are legally required to pass on certain information about pupils aged 13+ to Career Connect. This information enables them to provide youth support services, post-16 education and training services, and careers advisers.

**Parents and pupils' rights regarding personal data:** Parents/carers and pupils aged 13+ have a right to make a 'subject access request' to gain access to personal information that the school holds about them. Under data protection law, individuals also have certain rights regarding how their personal data is used and kept safe and where we got it from. You also have the right to say that you don't want it to be used if this would cause, or is causing, harm or distress and have it corrected, deleted or destroyed if it is wrong. Please contact our data protection officer to exercise any of these rights and for more details about what information we hold about you or your child.

**Complaints:** We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Contact us:** If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** in writing:

**Mr Gerard Tiernan, Assistant Principal, Harmonize Academy, 7 Phillimore Road, Liverpool L6 6DL**

Yours sincerely,



Mrs Marie McConville

Principal