



Harmonize Academy

Harmonize Academy
7 Phillimore Road
Liverpool L6 6DL

Principal: Mrs Marie McConville
T: 0151 203 1934
E: admin@harmonizeacademy.org
W: www.harmonizeacademy.org

14th February 2019

Dear staff member

Privacy Notice for staff

Under data protection law, staff we employ, or otherwise engage, to work at our Academy have a right to be informed about how the personal data stored is used. Harmonize Academy complies with this right by providing 'privacy notices' to individuals where we are processing their personal data.

We, Harmonize Academy, are the 'data controller' for the purposes of data protection law and our data protection officer is Mr Gerard Tiernan...

The personal data that we may collect, use, store and share (when appropriate) includes but is not restricted to the following:

- Contact details, date of birth, marital status, gender, next of kin and emergency contact numbers, salary, annual leave, pension benefits information. We may also collect recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process.
- We may collect bank account details, payroll records, tax status information, national insurance number, absence records including sickness and outcomes of any disciplinary for payroll purposes.
- Qualifications and employment records are held including work history, job titles, working hours, training records, performance information and professional memberships.
- We may collect copies of driving licence (minibus users), photographs, CCTV footage and data about your use of the school's information and communication system.

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This could include information about race, ethnicity, religious beliefs, sexual orientation, Trade Union membership, political opinion and health (including medical conditions).

The purpose of processing this data is to help us to run the school. This enables the Academy to pay staff or individuals otherwise engaged and facilitates safe recruitment, as part of our safeguarding obligations towards pupils, informing our recruitment and retention policies. Collecting this data allows us to support effective performance management, providing us with data to improve financial modelling and planning. The data permits the Academy to improve the management of workforce data, monitoring disability and ethnicity and also supports the work of the School Teachers' Review Body.

The personal information held is only used when the law allows us to, in particular to fulfil a contract we have entered into with individuals. This data may be used to comply with a legal obligation, to carry out a task that is in the interest of the public or it may be used when there is a need to protect an individual's vital interests (or someone else's interests) or indeed if consent is given to use it in a certain way.



Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and an explanation will be given in respect of the process for withdrawing consent. The reasons for collection of data listed above can overlap and there may be several grounds which justify the school's use of your data.

The majority of information we collect from you is mandatory, however, there is some information that you can choose whether or not to provide to us. Whenever information is sought, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

We create and maintain an employment file for all staff members. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our record retention schedule.

We do not share information about you with any third party without your 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 personal information about you with other agencies.

Yours sincerely

A handwritten signature in black ink, reading "Marie McConville". The signature is written in a cursive, flowing style.

M McConville
Principal



Harmonize Academy

Harmonize Academy

7 Phillimore Road

Liverpool L6 6DL

Principal: Mrs Marie McConville

T: 0151 203 1934

E: admin@harmonizeacademy.org

W: www.harmonizeacademy.org

5th September 2018

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



Harmonize Academy

Harmonize Academy

7 Phillimore Road

Liverpool L6 6DL

Principal: Mrs Marie McConville

T: 0151 203 1934

E: admin@harmonizeacademy.org

W: www.harmonizeacademy.org

5th September 2018

Dear Pupils

Privacy notice for pupils

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data. This privacy notice explains how we collect, store and use personal data about you.

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: We hold some personal information about you to make sure we can help you learn and look after you at school. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government. This information includes:

- Your contact details
- Your test results
- Your attendance records and details of any behaviour issues or exclusions
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions and dietary requirements you have
- Photographs and CCTV images

Why we use this data: We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

Our legal basis for using this data: We will only collect and use your information when the law allows us to. Most often, we will use your information where we need to comply with the law and when we need to use it to carry out a task in the public interest (in order to provide you with an education). We may also use your personal information where you, or your parents/carers have given us permission to use it in a certain way or we need to protect your interests. Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.



Collecting this information: While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data. We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data: We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law. We have a record retention schedule which sets out how long we must keep information about pupils.

Data sharing: We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so. We are required to provide information about you to the Department for Education (a government department) and some of this is stored in the **National Pupil Database**.

Youth support services: Once you reach the age of 13, we are legally required to pass on certain information about you to Career Connect. This information enables them to provide youth support services, post-16 education and training services, and careers advisers. Your parents/carers, or you once you're 16, can contact our data protection officer to ask us to only pass your name, address and date of birth to Career Connect.

Your rights and how to access personal information we hold about you: You can find out if we hold any personal information about you, where we got it from and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean. You may also ask us to send your personal information to another organisation electronically in certain circumstances. You have other rights over how your personal data is used and kept safe, including 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.

Complaints: We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong. You can make a complaint at any time by contacting our data protection officer. You can also complain 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:

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

Yours sincerely,



Mrs Marie McConville
Principal



Harmonize Academy

Harmonize Academy
7 Phillimore Road
Liverpool L6 6DL

Principal: Mrs Marie McConville
T: 0151 203 1934
E: admin@harmonizeacademy.org
W: www.harmonizeacademy.org

21st January 2019

Dear Sir/Madam

Compliance with the General Data Protection Regulation

The General Data Protection Regulation (GDPR) came into force on 25th May 2018. As part of our preparations we are conducting due diligence on all suppliers with which we share individuals' personal data to make sure that they, and therefore we, are compliant.

We would appreciate it if you could answer the following questions to help us do this:

- What action are you taking to prepare for the GDPR?
- What technical and organisational security measures do you have in place to protect personal data?
- What policies and procedures do you have in place to protect personal data?
- How secure are your systems?
- Do you have any information management accreditation?

In addition, as you process personal data that we share with you, we need to create a contract to set out:

- The subject matter, duration, nature and purpose of the processing
- The type of personal data being processed
- The categories of the data subjects
- Our obligations and rights as the data controller
- That the data processor (you, the third party/supplier) processes data only on the documented instructions of the school
- That the people who process the data are committed to confidentiality
- That you take measures to ensure secure processing
- That you will not engage another processor without prior written authorisation from the school, and that if you do so, that processor will also be bound by the same data protection conditions as are in your contract with us.
- That you help the school comply with requirements regarding the data rights of individuals (eg to access, delete or rectify data), secure processing, the reporting and communication of data breaches and the conducting of impact assessments where relevant
- That you delete or return the personal data to the school at the end of your provision of services
- That you make information available to us to demonstrate your compliance with the obligations in our contract, and allow us or a third party instructed by us to conduct audits and inspections.

Kindly confirm that you are willing to meet or speak with us to arrange the updating of our contract, and we will be in touch in due course.

Yours faithfully

M McConville
Principal