

# ARIS Privacy Policy

## How we use student information

### The categories of pupil information that we process includes:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and religion)
- safeguarding information (such as court orders and professional involvement)
- special educational needs
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as GL Assessments, Programme results, and any relevant assessment results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Trips & Activities (such as off campus trips, co-curricular activities, school catering service,

## Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to contact parents and guardians
- d) to email newsletters
- e) to enrol pupils
- f) to market the school
- g) to provide appropriate pastoral care
- h) to assess the quality of our services
- i) to keep children safe (food allergies, or emergency contact details)
- j) to meet the statutory duties placed upon us for DfE data collections

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

#### ARIS Collects Data for School Softwares:

- **Accessit** for the purposes of library use and student id numbers, in accordance with the legal basis of (1) consent of the individual and (2) legitimate interest of the data controller. [ACCESSIT Privacy Policy](#)
- **Google Gmail** for the purposes of communication, sharing admission offers, sharing assessment results, in accordance with the legal basis of (1) consent of the individual and (2) legitimate interest of the data controller. [GMAIL Privacy Policy](#)
- **iSAM's** for the purposes of pupil management, daily register, conduct, rewards, behaviour, date of birth, nationality, religion, language, special education needs, admissions, timetable, assessment results, academic results, assessments and reports, fire drill, off campus trips, in accordance with the legal basis of (1) consent of the individual and (2) legitimate interest of the data controller. [iSAMS Privacy Policy](#)
- **ManageBac** for the purposes of pupils records, date of birth, nationality, religion, language, special education needs, timetable, assessment results, academic results, assessments and reports, in accordance with the legal basis of (1) consent of the individual and (2) legitimate interest of the data controller. [Managebac Privacy Policy](#)
- **SEESAW** for the purposes of pupils records, date of birth, nationality, religion, language, special education needs, timetable, assessment results, academic results, assessments and reports, in accordance with the legal basis of (1) consent of the individual and (2) legitimate interest of the data controller. [SEESAW Privacy Policy](#)
- **GL Assessment** for the purposes of pupils records, date of birth, nationality, religion, language, special education needs, timetable, assessment results, academic results, assessments and reports, in accordance with the legal basis of (1) consent of the individual and (2) legitimate interest of the data controller. [GL ASSESSMENT Privacy Policy](#)
- **British Council** for the purposes of pupils records, date of birth, nationality, religion, language, special education needs, timetable, assessment results, academic results, assessments and reports, in accordance with the legal basis of (1) consent of the individual and (2) legitimate interest of the data controller. [British Council Privacy Policy](#)
- **IBO** for the purposes of pupils records, date of birth, nationality, religion, language, special education needs, timetable, assessment results, academic results, assessments and

reports, in accordance with the legal basis of (1) consent of the individual and (2) legitimate interest of the data controller. [IBO Privacy Policy](#)

## How we collect pupil information

We collect pupil information via secure online admissions portal through iSAMs, registration forms, security ID form, co-curricular, Library usage, and transfer files from previous schools.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

## How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. We retain data for a period of (5) years, the data is stored in a (high-level) secure, locked storage room, designated for archive files. After (5) years the files will be destroyed using a secure disposal process.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- school nurse and physician
- our local authority
- finance department

## Why we regularly share pupil information

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

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

### Pupils aged 16+

We will also share certain information about pupils aged 16+ with our career guidance counsellor, and universities, as they have responsibilities in relation to the education or training of 16-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- career advisers

## Requesting access to your personal data

Under data protection legislation, parents and pupils 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 [privacy@aris.edu.gh](mailto:privacy@aris.edu.gh)

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
- a right to seek redress, either through the ICO, or through the courts

## Contact

If you would like to discuss anything in this privacy notice, please contact: [privacy@aris.edu.gh](mailto:privacy@aris.edu.gh)