



## Pupil Privacy Notice (How we use pupil information)

During your time with us, we will use information that we gather in relation to you for various purposes. Information that we hold in relation to you is known as “personal data”. This will include data that we obtain from your direction and data about you which we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after you have left the school. Anything that we do with your personal data is known as “processing”. This document sets out what personal data we hold about you, why we process that data, who we share this information with and your rights in relation to your personal data processed by us.

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

- Personal information (such as name, telephone and email contact details, address, date of Birth, unique pupil number)
- Characteristics (such as language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Attainment/Assessment information (such as examination results)
- Behavioural information
- Photographs
- Destination information (such as another school)
- CCTV images
- Details of exclusions (where this applies)

We will also collect, hold, share and otherwise use some information about you which is “special category personal data” and we will take extra care to make sure this is kept safe. This includes:

- Racial or ethnic origin
- Religious beliefs
- Special educational needs and disability information (where this applies)
- Medical/health information
- Information relating to keeping you safe
- Dietary requirements

### Where do we get this information from?

We get this information from you, your parents/guardians, other children’s parents/guardians, teachers and other staff, people from other organisations like doctors or the Local Authority for example.

### Why we collect and use this information:

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to make sure everyone is treated fairly and equally
- to ensure pupil health and safety
- to deal with emergencies involving you
- to celebrate your achievements
- to provide reports and additional information to your parents/carers
- to communicate school business events, activities and children’s progress
- to enable efficient and compliant business practice

Some of the above we have to do by law. The others we do because we need to so that we can run the school efficiently.

Sometimes we will need permission to use your information. Before we do these things we will ask you or if necessary your parent/carer for permission.

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### **Why do we use Special Category Personal Data?**

We may need to use the information about you which is special (as mentioned above) where there is a specific interest to do so. For example, health and social care purposes or to uphold equal opportunities. We will also use this information where you have given us permission to do so.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

### **How long will we hold information in relation to our pupils?**

We will hold information relating to you only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Where you change school we will usually pass your information onto your new school.

### **Who will we share pupil information with?**

We may give information about you to:

- Other schools or educational institutions you may attend or require support from Local Authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education [and/ or ESFA] as required by the law
- Contractors, to enable them to provide an effective service to the school, such as school meal providers or external tutors

### **Keeping this information safe**

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- Ensuring our ICT systems are robust and up-to-date
- Ensuring procedures and policies are regularly reviewed
- Ensuring storage of paper documents are securely locked
- Carefully selecting regulated data processors

### **The lawful basis on which we use this information**

We collect and use student information on the basis of the following:-

#### **GDPR Article 6**

- 1(a) where consent has been given
- 1(c) where it is necessary for us to meet our own legal duty
- 1(e) data which is necessary to allow the school to function

#### **GDPR Article 9**

- 2(a) where explicit consent has been given to the processing of personal data. We collect and use pupil information under Education Legislation (such as the Education Act 1996). Information can be found on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Collecting pupil information**

Whilst the majority of pupil 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 pupil information to us or if you have a choice in this.

### **Storing pupil data**

We hold pupil data until the student leaves us. It is passed to the receiving school and deleted upon acknowledgement of receipt of the information.

In certain cases, data may be kept for longer (for example, an ongoing litigation procedure). However, all parties involved will be made aware of this and agree to information being retained.

We also store information to enable school business efficiency. For example, we securely store information to enable families to use our "ParentPay" facilities. This information is deleted at the time the student leaves us.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- the school nurse and the National Health Service (NHS)

## Why we 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.

We share pupils' 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 pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (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

### Pupils aged 13+

Once our pupils reach the age of 13, we also pass pupil 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/pupil once he/she reaches the age 16.

## The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils 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 pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

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

The department may share information about our pupils 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 pupil 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>. Information regarding Retention Schedules can also be found by visiting the Information Records Management Society at <https://irms.org.uk>

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

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

### **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, please contact the Trust's Data Protection Officer, Handsam Limited, via email at [info@handsam.co.uk](mailto:info@handsam.co.uk)

For pupils aged 13+ who request access to information that we hold about them they will be required to make a Subject Access Request.

Please note that information that references other individuals will be redacted before information is provided to you.

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 the Trust's Data Protection Officer at Handsam Limited via email at [info@handsam.co.uk](mailto:info@handsam.co.uk).