Privacy Notice (How we use pupil information)

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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about parents, carers and students.

We, TrustEd Schools Alliance (hereafter referred to as 'the school', which includes all schools within the TrustEd Schools Alliance Trust), are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Rob Montgomery.

The categories of pupil information that we process include:

- personal information such as name, unique pupil number, contact details and address.
- characteristics such as ethnicity, language, and free school meal eligibility.
- safeguarding information such as court orders and professional involvement.
- special educational needs including the needs and ranking.
- medical information such as doctors' information, 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 key stage 1 and phonics results, post 16 courses enrolled for and any relevant results.
- behavioural information such as exclusions and any relevant alternative provision put in place.
- images as part of CCTV (for the purpose of safeguarding & security.
- CCTV footage from in and around the school site.

Why we collect and use pupil information:

- to support pupil learning.
- to monitor and report on pupil attainment progress.
- to provide appropriate pastoral care.
- to assess the quality of our services.
- to keep children safe (food allergies, medical emergencies, or emergency contact details).
- to meet the statutory duties placed upon us for the Department for Education (DFE) data collections.

The lawful basis on which we use this information:

We confirm that we process student personal information under the following regulations:

Article 6 of the UK General Data Protection Regulations

(a) processing is necessary for compliance with a legal obligation to which the school/academy is subject;

(b) processing is necessary in order to protect the vital interests of the data subject or of another natural person;

(c) 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 school/academy;

Article 9 of the UK General Data Protection Regulations

Processing shall be lawful only if and to the extent that at least one of the following applies:

(a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

(b) processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;

(c) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

The Education Act 1996 - (Departmental Censuses on behalf of the Department for Education)

We collect and use pupil information under the submission of the school census returns, including a set of named pupil records, is a statutory requirement on schools under Section 537A of the Education Act 1996.

Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

Surveillance Camera Code of Practice (PoFA 2012)

The school complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure CCTV is used responsibly and safeguards both trust and confidence in its continued use.

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 Information:

We hold pupil data securely in compliance with GDPR to enable us to comply with the law and educate students. Records are retained as per the recommended practice by the Information and Records Management Society (IRMS).

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)
- EFA Education Funding Agency
- official examination boards
- TrustEd Schools Alliance Trust
- Telford and Wrekin (ICT provision)
- School nurse
- NHS

Limited data is shared with specialist educational providers such as:

- 4 Matrix
- GCSE Pod
- Satchel One
- Maths Watch

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/datacollection-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.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with 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:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

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/nationalpupil-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 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, contact the individuals listed at the end of this Privacy Notice.

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:

HEADTEACHER INFO

BUSINESS MANAGER INFO

Data Protection Officer
Rob Montgomery
Data Protection Officer / Audit & Governance Lead Manager

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