

Privacy Notice - How we use pupil information

Under data protection law, individuals have a right to be informed about how the academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

The privacy notice explains how we collect, store and use personal data about pupils.

Our Data Protection Officer is Lauri Almond (Diocese of Chelmsford Vine Schools Trust)

Why do we collect and use pupil information?

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR)

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to protect pupil welfare
- to assess the quality of our services
- to comply with the law regarding data sharing
- to contact parents and keep them informed
- to administer admissions waiting lists

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

- Personal information (such as name, unique pupil number, date of birth, address, contact details, contact preferences)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical and dietary information
- SEN information
- Exclusions / Behavioural information
- Safeguarding information
- Pupil and curricular records
- Attainment, examination and assessment information
- Details of any support received, including care packages, plans and support providers
- Photos

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.

Where we share pupil data such as academy photographs on the academy website or in the local press, you have a choice in this and we request your consent for this to be shared. Consent can be withdrawn at any time by contacting the Headteacher and asking for pupil photographs not to be shared where the public have access.

Storing pupil data

We hold pupil data for the time they are in our Academy and in compliance with the timescales set out on www.IRMS.org.uk/page/schoolstoolkit

Who we share pupil information with?

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority and their commissioned providers of local authority services
- The Department for Education (DfE)
- Health authorities such as School Nurse/ NHS
- The pupils family and representatives
- The academy's Governing Body
- Statutory Assessment Administrators eg SAT's, Phonics etc
- OfSted
- Suppliers and service providers-to enable them to provide the service we have contracted them for
- Data systems and cloud based educational programmes to support pupil learning and communication (eg ParentPay, Parentmail, MyMaths)
- Central and Local Government
- Health and Social organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional Bodies
- Offsite learning providers
- Residential trip organisers
- Academy photographers
- External agencies; SEND, child protection, welfare and safeguarding services

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>.

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>

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 :

Mrs V McIver – School Administrator/Data lead

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:

Mrs V Iclver – School Administrator/Data lead