



## **PRIVACY NOTICE - HOW WE USE PUPIL INFORMATION**

### **Policy Statement**

During a pupil / student's time with us, we will gather and use information relating to them.

Information we hold in relation to individuals is known as their "personal data".

This will include data that we obtain from the pupil/ student or their parents/ carers directly and data about them that we obtain from other people and organisations.

We might also need to continue to hold personal data about pupils / students for a period of time after they have left the Academy.

Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about pupils / students, why we process that data, who we share this information with, and rights in relation to personal data processed by us.

### **The categories of pupil information that we process may include:**

- personal identifiers and contacts (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 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 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);
- information about educational trips and activities;
- data, including biometric data used in catering and free school meal management

Please note this list is not exhaustive. If you would like more information in the categories of information we process, please contact

[Informationmanager@creatingtomorrowmat.co.uk](mailto:Informationmanager@creatingtomorrowmat.co.uk)



## 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 provide appropriate pastoral care;
- d) to assess the quality of our services;
- e) to keep children safe (food allergies, or emergency contact details);
- f) 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:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function;
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions);
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information:
  - Section 537A of the Education Act 1996
  - the Education (School Performance Information)(England) Regulations 2007
  - regulations 5 and 8 School Information (England) Regulations 2008
  - the Education (Pupil Registration) (England) (Amendment) Regulations 2013

In addition, concerning any special category data:

- conditions a, b, c and d of GDPR - Article 9

## How we collect pupil information

We may collect pupil information via the following methods either at the start of each academic year or when a child transfers to the Academy:

- registration forms;
- medication forms;
- Common Transfer Files (CTFs) from previous schools;
- child protection plans;
- mid-year transfer forms



Pupil data is essential for the school's operational use. 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 GDPR 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 policy. For more information on our data retention policy and how we keep your data safe, please contact [Informationmanager@creatingtomorrowmat.co.uk](mailto:Informationmanager@creatingtomorrowmat.co.uk)

Security arrangements we use to keep your data safe include:

- encryption and password protection on files;
- user name and passwords for system access;
- network controlled permissions;
- secure destruction of hard copy documents

### Who we share pupil information with

We routinely share pupil information with:

- schools that pupils / students attend after leaving us;
- our local authority;
- youth support services (pupils aged 13+);
- the Department for Education (DfE);
- our Multi Academy Trust, Creating Tomorrow Multi Academy Trust
- the local School Nurse service;
- NHS;
- learning applications;
- administrative applications

### 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.

### 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

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 youth support services will be shared. This right is transferred to the child / pupil once they reach the age 13.

Data is securely transferred to the youth support service.

### **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

Data is securely transferred to the youth support service.

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

### **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections, under:

- regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013 (Academies)
- regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013 (PRUs)

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

### **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 information about your child, please contact the Academy Office or email [Informationmanager@creatingtomorrowmat.co.uk](mailto:Informationmanager@creatingtomorrowmat.co.uk)

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

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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: email [Informationmanager@creatingtomorrowmat.co.uk](mailto:Informationmanager@creatingtomorrowmat.co.uk) or our local authority.

### How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school;
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures);
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

### Data collection requirements

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).



The NPD is owned and managed by the DfE 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

### Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools;
- local authorities;
- researchers;
- organisations connected with promoting the education or wellbeing of children in England;
- other government departments and agencies;
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly one per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police, please visit the following website:

<https://www.gov.uk/government/publications/dfе-external-data-shares>

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