

## PRIVACY NOTICE FOR PUPILS



*inspire transform together*

Summary	
Policy Reference Number:	n/a
Category:	Data Protection
Authorised By:	Board Of Directors
Committee Responsible:	Board Of Directors
Version:	2018-1
Status:	21/03/2018: Approved at Full Trust Board.
Next Review Date:	21/03/2019

*The Heath Academy Trust*  
*Registered Address: S.t Ives Primary & Nursery School, Sandy Lane, St. Ives, Ringwood, Hampshire, BH24 2LE*  
*Registered in England and Wales*  
*Registration Number: 09809895*

## Contents

No.	Content	Page No.
1.	Privacy Notice (how we use pupil information)	Page 4
2.	Why We Collect And Use This Information	Page 4
3.	The Lawful Basis On Which We Use This Information	Page 4
4.	Collecting Pupil Information	Page 5
5.	Storing Pupil Data	Page 5
6.	Who We Share Pupil Information With	Page 5
7.	Why We Share Pupil Information	Page 5
8.	Data Collection Requirements	Page 5
9	The National Pupil Database	Page 5
10.	Requesting Access To Your Personal Data	Page 6
11.	Further Information	Page 6

## Definitions

*Note: These terms are standard throughout all policy documents and are designed to provide clarity.*

### Section 1: The MAT

“the Academy Trust” and “Trust”	mean the Heath Academy Trust Company.
“the Board”	means the Board of Directors of the Heath Academy Trust Company.
“the Directors”	refers to the group of (up to 12) Directors who make up the Board, and who are also the Heath Academy Trust’s “Trustees” under charity law.
“Finance Committee”	refers to the Finance and Audit Committee formed by the Board to manage the financial affairs of the Trust.
“Accounting Officer”	is a role held by the Chief Executive Officer (“CEO”) of the Trust, and one which includes a personal responsibility for the financial resources under the Trust’s control. He is accountable for the Trust’s financial affairs.
“Chief Finance Officer” (CFO)	is the Trust’s finance director, and also the Trust Business Manager, to whom the Accounting Officer delegates responsibility for delivery of the Trust’s financial processes and reports , and for the oversight and consolidation of the Academies’ financial data.
“Trust Business Manager” (“TBM”)	Fulfills the CFO role within the Trust, including compliance and statutory returns, as described in the Academies’ Financial Handbook.
“Leadership Team”	is a team representing the Academies, consisting of the Headteachers and the CEO, and the TBM.

*A full description of the positions listed and their responsibilities will be found in the current Academies’ Financial Handbook.*

### Section 2: The Schools

“Academy”	One of the six schools making up the Heath Academy Trust.
“Academies”	All of the six Academies.
“School”	means an Academy within the Trust.
“Finance Officer”	The person responsible for the day to day management of an Academy’s financial operations.
“Governor”	means a formally elected and appointed member of a School’s Governing Body (generally referred to as the LGB).
“Headteacher”	means the senior person at an Academy who may also be an Executive Headteacher and/or elected as a Director of the Board.
“School’s Leadership Team”	A group within each School consisting of the Headteacher, senior staff and the local Governing Body.

## **PRIVACY NOTICE FOR PUPILS**

### **1. Privacy Notice (how we use pupil information)**

- 1.1 The categories of school workforce information that we collect, process, hold and share include:
- Personal information – e.g. names, pupil numbers and addresses
  - Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
  - Attendance information – e.g. number of absences and absence reasons
  - Assessment information – e.g. national curriculum assessment results
  - Relevant medical information
  - Information relating to SEND and health needs
  - Behavioural information – e.g. number of temporary exclusions
- 1.2 The DfE and government requires us to collect a lot of data by law, so that they can monitor and support schools more widely, as well as checking on individual schools' effectiveness.

### **2. Why We Collect And Use This Information**

- 2.1 We use the pupil data to:
- enable good quality, targeted learning for individuals,
  - provide suitable care and support for pupils,
  - assess and monitor pupil progress,
  - monitor our effectiveness as a school,
  - comply with the law regarding data sharing,
  - to protect and safeguard pupils.

### **3. The Lawful Basis On Which We Use This Information**

- 3.1 We make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.
- 3.2 The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.
- 3.3 The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.
- 3.4 We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.
- 3.5 We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school. Counselling services, careers services, occupational therapists are the type of people we will share information, so long as we have consent or are required by law to do so.
- 3.6 In school we also use various third party tools to make sure that pupils best interests are advanced. This includes financial software to manage school budgets, which may include some pupil data. We use systems to take electronic payments for school meals. We use software to track progress and attainment. We must keep up to date information about parents and carers for emergency contacts.
- 3.7 We also use contact information to keep pupils, parents and carers up to date about school events.

### **4. Collecting Pupil Information**

- 4.1 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.

### **5. Storing Pupil Data**

- 5.1 We hold pupil data for one year after pupils have left the school.

## 6. Who We Share Pupil Information With

- 6.1 We routinely share pupil information with:
- schools that the pupil's attend after leaving us
  - Heath Academy Trust Schools
  - the Department for Education (DfE)
  - Dorset Local Authority
  - Educational Agencies (eg School Nurse)
  - Other academic organisations (eg School Pupil Tracker)
  - Other School related online services (eg Cool milk, Chartwells)

If you require any further information please contact the school office.

## 7. Why We Share Pupil Information

- 7.1 We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.
- 7.2 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.
- 7.3 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.

## 8. Data Collection Requirements

- 8.1 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>
- 8.2 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.

## 9. The National Pupil Database

- 9.1 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.
- 9.2 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.
- 9.3 To find out more about the NPD, go to:  
<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>
- 9.4 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
- 9.5 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

9.6 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.

9.7 For more information about the DfE's data sharing process, please visit:

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

9.8 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>

9.9 To contact the DfE:

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

## **10. Requesting Access To Your Personal Data**

10.1 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 your school's Data Protection Officer/Data Protection Controller.

10.2 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

10.3 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/>

## **11. Further Information**

11.1 If you would like to discuss anything in this privacy notice, please contact:

- Your school's data protection officer/data protection controller
- The Trust data protection officers