

Our Lady of Mercy Catholic Education Trust



St Anthony's Girls' Catholic Academy

Policy type:	School
Policy:	Privacy Notice (Parents/Carers)
Ratified by MAT Directors:	December 2019
Head Teacher signature:	<i>M. Shepherd.</i>
Chair of Directors signature:	<i>Shepherd.</i>
Review Date:	December 2020
Ownership:	M. Shepherd (Head Teacher)

Privacy Notice (parents/carers)

How we use pupil information.

Summary information for parents/carers.

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

- Personal information (such as name, unique pupil number and address)
- 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)
- Internal and external assessment and examinations information
- Medical information provided to us by parents/carers
- Special educational needs information
- National Curriculum year group
- Admission and departure information
- Behaviour and exclusion information (fixed term and permanent)
- Photographs
- CCTV footage
- Safeguarding information
- Information linked to vulnerable groups eg. looked after children
- Information linked to extra - curricular activities, participation in teams, sporting activities, musical and competition entry
- Payment for goods and services information
- Option choice and course information
- Educational visit information
- Further and higher education information, education, training and employment information - post-16 students

2. Why do we collect and use this information?

We use pupil data:

- to provide, monitor, report upon and support teaching and learning
- to provide, monitor, report upon and support appropriate student pastoral care and support
- to monitor, report upon and support student progress and achievement
- to monitor, report upon and provide additional support for vulnerable students
- to monitor, report upon and support safeguarding

- to monitor, report upon and support effective transition for students to the next key stage, another educational provider, further education, higher education and to training and employment
- to monitor and evaluate educational provision
- to comply with the law regarding data sharing

3. What is the lawful basis upon which we use this information?

The lawful basis upon which we use this information is, "The Education (England) Regulations 2013". The type of information we use linked to these regulations includes:

The following information on a vital interest basis:

- **Medical information** - provided to us by parents/carers. Consent is given when this information is given to us by parents and it is in the pupil's vital interests ie. to protect a student's vital interests.
- **Safeguarding information** - to protect students vital interests.

The following information on a legal basis:

- **Admission and departure information** - legal basis
- **Personal information** (such as name, unique pupil number and address) - legal basis
- **National curriculum year group** - legal basis
- **Characteristics** (such as ethnicity, language, nationality, country of birth and free school meal eligibility) - legal basis
- **Attendance information** (such as sessions attended, number of absences and absence reasons) - we have a legal obligation to the DFE to use this information - legal basis
- **Special educational needs information** - legal basis
- **Behaviour and Exclusion information** - legal basis and consensual basis
- **Year group information** - legal basis
- **Further and higher education information, education, training and employment information** - post-16 students - legal basis

The following information on a contractual basis:

- **Educational visit information** - we obtain consent to process data for a specific purpose ie. the contractual elements of the organisation of an educational visit.
- **Payment for goods and services information** - we obtain consent to process data for a specific purpose linked to the contractual payments for goods and services eg. school photographs, educational visits, school meals etc.

The following information on a consensual basis:

- **School meals provision information** – we obtain consent to obtain biometric information eg. the provision of a school meals service.
- **Option choice and curriculum information** – we obtain consent to process data for a specific purpose eg. providing option choices and an appropriate curriculum at the end of key stages eg. KS3-KS4 or KS4-KS5.
- **Information linked to extra-curricular activities, participation in teams, sporting activities, musical activities, extra-curricular events** – we obtain consent to process data for a specific purpose linked to these events
- **Internal and external assessment and examinations information** – we obtain consent to process data for a specific purpose eg. examination entries and associated enquiries.
- **Photographs and CCTV footage** – we obtain photographic consent and senior staff only look at CCTV footage in cases where there is
 - Evidence that there has been action which endangers the vital interests or well-being of others eg. physical assault against another person and/or
 - Evidence that there has been action which could lead to criminal conviction eg. criminal damage, vandalism, theft, setting of a fire alarm when there is no fire or similar

We do not retain CCTV footage for longer than a month, unless we take a copy of an image/clip linked to the two reasons noted above. This image will only be retained in the pupil record and may be shared with police in the case of criminal proceedings. Please see CCTV policy for further information.

5. How long do we store pupil data?

We hold pupil data for seven years after the student has left the academy.

In the case any student with special educational needs data is held until they reach the age of 25, as required by Data Protection legislation and the Department of Education.

6. Who do we share pupil information with?

We share pupil information with:

- Our local authority and local education trust (“Together for Children”) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies

- Our regulators e.g. Ofsted, Her Majesty's Inspectorate, The Teaching School Council, the Roman Catholic Diocese of Hexham and Newcastle and the Catholic Education Service of England and Wales
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

7. Why do we share pupil information?

We do not share information about our pupils with anyone without consent unless the law allows 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. N.B, see the detail of what we share in Section 4.

8. 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>.

9. 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 the local authority website.

10. The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in school 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 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 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 projects), 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>

11. 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 Academy Company Secretary in writing.

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 the Data Protection Officer in the first instance. If your concern is unresolved you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

12. Contact Information

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, DPO@gateshead.gov.uk

13. Information Responsibility

This information is the responsibility of the Academy Business Manager.