

Privacy Notice - Pupil Information

Why do we collect and use pupil information?

We collect and use pupil information under our legal requirements to provide education. The main pieces of legislation are:

- * The Education Act (various years)
- * The Education (Pupil Registration) (England) Regulations
- * The School Standards and Framework Act 1998
- * The School Admissions Regulations 2012
- * Children and Families Act 2014
- * The Special Educational Needs and Disability Regulations 2014

We use the pupil data:

- * To support pupil learning
- * To monitor and report on pupil progress
- * To provide appropriate pastoral care
- * To assess the quality of our services
- * To comply with the law regarding data sharing
- * To share data for statutory inspections and audit purposes

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)
- * Assessment information
- * Relevant medical information
- * Special Education Needs information
- * Exclusions/behavioural information

* Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)

The lawful basis on which we use this information

We collect and use general pupil information under GDPR article 6 under the basis that '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 controller'

Special category data that is collected during the admissions process is collected under the following bases; Religious, cultural and ethnicity information will be collected only where explicit consent is given.

Parents have the right to use the 'prefer not to say' option on the data collection forms. This information is used for school census returns.

Medical information and information regarding SEN is collected under the GDPR article 9 basis that 'the processing is necessary for the purposes of carrying out the obligations and exercising the specific rights of the controller or of the data subject in the field of employment and social security and social protection law' or, in the case of a medical emergency, 'processing is necessary to protect the vital interests of the data subject'

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 data

We hold pupil data for varying lengths of time depending on what the information is. This length of time is specified in our Records Management Policy and all data is transferred or securely destroyed in line with this policy.

Who do we share pupil information with?

We routinely share pupil information with:

* schools that pupils attend after leaving us * our local authority

* the Department for Education (DfE)

* Agencies & 3rd parties we commission to deliver services on our behalf such as school meals providers.

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) you can visit <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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 contact the Data Protection Officer at your school:

Exeter a learning community:

Joanne James joannejames@exeteralc.com

Priors Hall a learning community

Woodnewton a learning community:

Glyn Ruston glynrushton@woodnewtonalc.com

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, you should raise your concern with our Data Protection Officer (listed above) 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 the Trust Data Protection Officer via gdpr@woodnewtontrust.com or on 01536 265173