



**Education Learning Trust Multi Academy Trust**

# **Privacy Notice**

## **Pupils**

# **2024/2025**

Last update	New Policy
Date updated	October 2024
Next review	October 2025

Date	Document Version	Document Revision History	Document Author / Reviser	Document Approver
23/10/2024	1.0	Trust policy created for ratification by Trust Board	T Payton	Michelle Murray CEO

## Contents

1. Policy Statement .....	1
2. Collection and Use of Data .....	1
3. The Information we Process.....	2
4. The Lawful Basis .....	2
5. Collecting Pupil Information.....	3
6. Storing Information .....	3
7. Sharing Information .....	3
8. Why we Share Pupil Information .....	4
9. Requesting Access to your Personal Data.....	6
10. Contact us .....	<b>Error! Bookmark not defined.</b>
11. Complaints.....	<b>Error! Bookmark not defined.</b>

## 1. Policy Statement

The Education Learning Trust is a data controller for the purpose of the UK General Data Protection Regulation (UK GDPR). We collect information from you and may receive information about you from your previous school, local authority and/or the Department for Education. This privacy notice has been created to inform children, young people, and their parents/carers, how we use their information.

## 2. Collection and Use of Data

We collect and use your data to:

- support pupil learning and the delivery of education
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- keep pupils safe
- comply with our statutory obligations
- monitor the security of the school's site to ensure the safety and wellbeing of staff, pupils and visitors
- to make sure everyone is treated fairly and equally
- to deal with emergencies involving you
- to celebrate your achievements
- to provide reports and additional information to your parents/carers

### 3. The Information we Process

The Information we collect, hold, share and process includes:

- personal identifiers and contacts (such as name date of birth, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, religion and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs and disability status
- medical and administration (such as doctor's information, health, allergies, medication and dietary requirements)
- attendance
- assessment and attainment
- behavioural information
- CCTV images to monitor the security of the site to ensure the safety and wellbeing of staff, pupils and visitors
- biometric data

Sometimes we need permission to use your information. This includes taking pictures or videos of you to be used on our websites, social media or in the newspaper. Before we do these things, we will ask you or if necessary, your parent/carer/guardian for permission.

We share pupil data with a number of services in order to provide appropriate support for our pupils. This will include Local Authority educational services including specialist inclusion, support and access services as well as health services like School Nursing.

### 4. The Lawful Basis

When we collect, process or share your information, we ensure it is lawful for at least one of the following reasons:

- Article 6(1) (c) - legal obligation. We are required to process pupil data so that we meet the legal requirements imposed upon us such as our duty to look after you and protect you from harm.
- Article 6(e) - public interest. It is necessary for us to disclose your information so that we can provide you with an education and look after you. This is known as being in the public interest and means we have real and proper reasons to use your information.

Sometimes, we may also use your personal information where:

Article 6(1) (a) – consent. Consent may be relied upon to process some forms of pupil data which are not used within the normal business of the school such as use of photographs in the public domain or arranging school trips.

Article 6 (d) - vital interest. It is in your or another's vital interests for your personal information to be passed to these people or services, to the extent that it is necessary to save someone's life.

We do not process any special categories of personal data except where necessary for:

- reasons of substantial public interest in complying with legal obligations (including under the Equality Act 2010). (Article 9(2) (g))

- explicit consent given by the data subject (Article 9(2) (a))
- purposes of preventive or occupational medicine (Article 9(2) (a))

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to your withdrawal.

Please contact [dpo@educationlearningtrust.com](mailto:dpo@educationlearningtrust.com) should you wish to withdraw your consent for any of the above activities.

## 5. Collecting Pupil Information

The information we process is obtained by the school from both the Local Authority and yourself and your parents/carers. Whilst the majority of pupil information you provide us with is mandatory, some of it is provided to us on a voluntary basis.

In order to comply with the UK GDPR we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## 6. Storing Information

How we store your information:

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- restricting access to systems holding the data
- ensuring paper records are held in locked cabinets to control physical access in secure areas of school
- secure backups of IT systems
- regularly changing passwords

We hold pupil data securely in line with our Records Management Policy. When this information is no longer required, it will be confidentially destroyed or deleted.

## 7. Sharing Information

We routinely share pupil information with:

- the Department for Education (DfE)
- the local authorities for each school within the Trust
- other schools or education settings
- education provisions that pupils attend after leaving us
- your family and representatives – to fulfil our legal obligations
- educators and examining bodies
- Ofsted – to meet our legal obligations with regard to the delivery and monitoring of teaching and learning and the management of our schools
- supplier and service providers – so that they can provide the services we have contracted them for (such as ClassDojo, Class Charts, Frog etc)
- health authorities – so that we can offer non statutory services

- security organisations – for safeguarding purposes (such as CPOMS)
- health and social welfare organisations – to carry out statutory functions and to be able to offer non-statutory services
- professional advisors and consultants – so that information can be obtained to enhance educational provision
- youth support services (pupils aged 13+)

We will not give information about you to anyone outside this establishment without your consent unless the law permits it. We are required by law to pass some of your information to the Local Authority for monitoring, tracking and provision of appropriate services, and to the Department for Education.

These organisations are then required to share some of this information with trusted partners including NHS Trusts and other Local Authorities in the case of admissions. Appropriate data will be used by certain Local Authority services to provide the best support possibly to children and young people.

There may be circumstances in which we may lawfully share personal data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

## **8. Why we Share Pupil Information**

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. We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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>

## **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 pupil once they 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 our local authority website.

## **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-pupildatabase-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
- 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>

## 9. 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, please contact [dpo@educationlearningtrust.com](mailto:dpo@educationlearningtrust.com) to make a request or alternatively, you can view our Subject Access Request Policy.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you feel it necessary to do any of the above, you can speak with our Data Protection Officer on **0161 757 9333** or email at **DPO@educationlearningtrust.com**. The school does not have to meet all of your requests and we will let you know where we are unable to do so. Alternatively, contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## 1. Contact us

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

[dpo@educationlearningtrust.com](mailto:dpo@educationlearningtrust.com)

## 2. Complaints

If you're not satisfied with the way we have handled your personal information, you have the right to make a complaint to the Information Commissioner.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Website: <https://ico.org.uk/global/contact-us/>