



# Privacy Notice for Pupils

To be reviewed on an annual basis by the Trust Board

## History of Document

Issue No	Author	Date Reviewed	Approved by Trust Board	Comments
1	DPO	24/5/18	-	1 <sup>st</sup> issue
2	DPO	12/7/18	-	Cctv, suppliers and service providers, school social media
3	DPO	10/1/19	-	Withdrawal of consent
4	DPO	10/10/19	-	New education authority, trainee teachers, school meal providers
5	DPO	8/1/20	-	Cctv minibus
6	DPO	10/6/20	-	Video conferencing
7	DPO	20/8/20	-	Covid-19 track and trace
8	DPO	1/11/20	17/12/20	ALT new address, transfer data internationally

## Overview

The Active Learning Trust is committed to keeping your personal information safe and secure. Our Privacy Notice explains what information we collect and why. We are committed to ensuring our partners manage your data responsibly too. Trust below refers to all schools within the Active Learning Trust. 'Pupil' refers to all children on roll in any school within our Trust.

## Who we are

You already know that your school is called Neale-Wade Academy and that it is part of the Academy Trust called the Active Learning Trust but we have to tell you that the Academy Trust is the organisation which is in charge of your personal information. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is:

The Active Learning Trust  
Littleport and East Cambridgeshire Academy  
Camel Road  
Littleport  
Cambridgeshire  
CB6 1EW

If you want to contact us about your personal information you can contact the Neale-Wade Academy - ask for them at the School Office or leave them a letter at reception or send one by post. You can also contact the Active Learning Trust's Data Protection Officer Caroline Driver by emailing her at [dataprotection@activelearningtrust.org](mailto:dataprotection@activelearningtrust.org).

## The categories of pupil information that we process 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), information from other professional services, information contained in an Education Health & Care Plan)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements, information forming part of an EHCP)

- 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, key stage 2 results, GCSE results and post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Information about free school meal and pupil premium eligibility
- Information for catering management purposes (e.g. whether you have school dinners and how often)
- School trip information (such as consents and current medical issues, or voluntary contributions made)
- Biometric details for printing, cashless catering, electronic registration, library book borrowing and door entry systems
- The use of CCTV images captured in the school's premises
- school trip information (such as consent and medical issues or voluntary contributions made)
- Bank account information (for 6th formers in receipt of bursary payments only)

We will also use photographs of you. More details about this are in the Trust's Use of Images Policy.

## **Why we collect and use pupil information**

We use this personal data to:

- support your learning
- monitor and report on pupil attainment and progress
- provide appropriate pastoral care for you
- assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to celebrate your achievements
- to comply with the statutory duties placed on us by DfE data collections

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

The use of your information for these purposes is lawful for the following reasons:

- The Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information.
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be where we are involved in activities which are not really part of our job as a Trust but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents or carers even if you can make your own decision.

### **How we collect pupil information**

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you / your parents or carers to provide it, whether there is a legal requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We will also obtain information from your previous school, usually via secure file transfer from your previous school.

### **When we give your information to others**

Once our pupils reach the age of 13, the law requires us to pass on certain information to the appropriate County Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent / guardian can request that **only** their child's name, address and date of birth be passed to the appropriate County Council by informing a **School's office and data manager**. This right is transferred to the child once he / she reaches the age 16. For more information about services for young

people, please go to the appropriate local authority website –

<https://www.cambridgeshire.gov.uk/residents/children-and-families/>

<https://www.suffolk.gov.uk/children-families-and-learning/>

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact your school's Headteacher.

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

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 [National pupil database: user guide and supporting information - GOV.UK](#).

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>

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

We will also disclose your personal data to:

- Your new school if you move schools
- Disclosures connected with SEN support – e.g. non-Local Authority professionals
- School nurse and other medical professionals
- School counsellor
- Youth support services (pupils aged 13+)
- CAMHS (Child and Adolescent Mental Health Service)
- Educators and Examining Bodies
- UCAS

- Trainee teachers
- The Department for Education
- Our Local Authorities – Cambridgeshire County Council, Suffolk County Council and new education authority if you move schools
- NHS
- Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies
- Schools within the Active Learning Trust
- Computer systems that require data to function (such as our online assessment tool)
- Careers specialist for careers advice.
- The school's curriculum may require the use of third party web-based learning platforms only if GDPR compliant
- Suppliers and Service Providers to enable them to provide the service the School/Trust has contracted them for e.g. after school clubs
- ICT support suppliers who for e.g. support us with SIMS
- School meal providers where relevant allergy information is vital

The information disclosed to these people / services may include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

- Photos to Funders to provide evidence how we have spent grant monies
- The Public (only your name and where explicit consent has been received, your photo) in School Social Media e.g. Headteachers' tweets, School Blog and School Facebook Page
- Press and Media

### **The lawful basis on which we use this information**

Our disclosure of your personal data is lawful for the following reasons:

- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- There is a substantial public interest in disclosing your information because it is necessary to keep our pupils safe from harm
- We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way

which means that we would need your parents/carers consent then we will explain to them what we want to do and ask your parents/carers for consent before a disclosure is made. This is most likely to be where we are involved in activities which are not really part of our job as a Trust but we are involved because we think it would benefit our pupils.

- Where your parents/carers have provided us with consent to use your data, they may withdraw this consent at any time. We will make this clear when requesting their consent. If your parent/carer wish to change their mind about consent, they should contact the school office.

If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents or carers even if you can make your own decision.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law. We currently transfer personal data outside the EEA as:

- We store personal data on cloud systems based in the EEA that have backup systems that may sometimes be located outside the EEA;
- Some software providers (data processors) use cloud storage located outside the EEA.

### **How long we keep your information**

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in your pupil file. We usually keep this information until your 25<sup>th</sup> birthday unless you move to another school in which case we send your file to your new school. The Active Learning Trust has a policy which explains how long we keep information. It is called a Records Retention Policy and can be found on the Trust's website.

### **Your rights**

#### **You have these rights:**

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good



reasons why we cannot do this)

- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in the Trust's Data Protection Policy or you can ask the Trust's Data Protection Officer on email [dataprotection@activelearningtrust.org](mailto:dataprotection@activelearningtrust.org). The Data Protection Policy can be found on the Active Learning Trust's website.

### **Complaints/Concerns**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern/complaint about our data processing, please raise this with our Data Protection Officer in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113 (local rate)
- Call 01625 545 745 (national rate)
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF