



omega
MULTI-ACADEMY TRUST

Privacy notice for Pupils

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1. Introduction

You have a legal right to be informed about how our school, and the multi-academy trust (MAT) we are part of, uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This notice explains how we collect, store and use personal data about pupils at our school.

Omega Multi-Academy Trust, Lingley Green Avenue, Great Sankey, Warrington, WA5 3ZJ, is the 'data controller' for the purposes of UK data protection law.

Our designated Data Protection can be contacted by email via dpo@omegamat.co.uk

2. The Personal Data We Hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places, such as other schools, the local council and the government.

Personal information that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your name
- Your contact details
- Your test results, details about your learning and what you have achieved at school
- Your attendance records
- Details of any behaviour issues or exclusions
- Information about how you use our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about your characteristics, like your ethnic background or any special educational needs (SEN)
- Information about any medical conditions you have
- Photographs and CCTV images

We may also hold data about you that we have received from other organisations, including other schools and local authorities.

3. Why do we collect and use this information?

We collect and use the data listed above to help run the school, including to:

- Get in touch with you and your parents/carers when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing

- Look after your wellbeing and keep you safe
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
- Answer your questions and complaints
- Publish statistics, for example, about the number of pupils or learners in schools
- Meet legal requirements placed upon us

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis that allows us to do so.

Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of a pupils personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by selecting the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network (s)
- Protect your welfare

4. Our lawful basis for using this data.

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing pupil information are:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)
- Where sharing your data is necessary to protect your vital interests (e.g. a medical emergency)

Sometimes, we may also use personal information where:

- Pupils or parents have given us permission to use it in a certain way

- We need to protect pupils' interests

Where you've given your consent for us to use your information, you may take back this consent at any time. We'll make this clear when requesting your consent, and explain how you'd go about withdrawing consent if you want to.

Our basis for using special category data

For 'special category' data (more sensitive personal information), we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have got your explicit consent to use your information in a certain way
- We need to use your information under employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest

5. Collecting this data

We will only collect and use personal information when the law allows us to as detailed above in section 4 of this notice. While most of the information we collect about you is mandatory (i.e. you have to give us the information), there is some information that can be provided voluntarily.

Whenever we want to collect information from you, we make it clear whether you have to give us this information (and if so, what the possible consequences are of not doing that), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local councils
- Government departments or agencies
- Police forces, courts or tribunals
- Other schools or trusts
- The Department for Education (DfE)

6. How we store this data

We keep personal information about you whilst you are attending our school. We may also keep it beyond your attendance at our school if this is necessary. Data will not be kept for longer than is necessary.

The Trust follows the Information Commissioner's guidance on retention of documents, including the Information and Records Management Society's Retention Guidelines for Schools.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with.

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Information is routinely shared with:

- The local authority, to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions.
- The Department for Education.
- The school that a pupil may transfer to
- The pupils family

Where it is legally required or necessary (and it complies with UK data protection law), we may share personal information about pupils with:

- Educators and examining bodies
- Ofsted
- Suppliers and service providers
- Financial organisations
- Our 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

Sharing data with the Department for Education (DfE)

We have to share information about you with the Department for Education either directly or via our local authority, via various statutory data collections.

The data is transferred securely and held by the Department for Education under a combination of software and hardware controls which meet the current government security policy framework.

The data we share about you with the Department for Education is used for a number of different purposes, including to:

- Help decide the amount of money that our school receives
- Monitor how well the education system is working and how well our school is doing in terms of educating our pupils
- Support research

The information shared with the Department for Education about you could include:

- Your name and address
- Your unique pupil number
- Pupil matching reference numbers
- Details of your gender or ethnicity
- Details of any special educational needs (SEN)
- Details of schools attended
- Absence and exclusion information
- Information relating to exam results
- Information relating to any contact with children's services
- What you have done since finishing school

National Pupil Database

We have to provide information about you to the Department for Education as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database \(NPD\): privacy notice - GOV.UK](#) which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data.

For more information, see the Department for Education's webpage on how it collects and shares research data. [Research at DfE - Department for Education - GOV.UK](#)

You can also contact the [Department for Education - GOV.UK](#) with any further questions about the NPD.

8. Your rights

How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding it, how we are using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

Other rights

Under UK data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Object to the processing of personal data that is likely to cause, or is causing, damage or distress
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use
- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task.
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.

- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

See information on types of lawful basis in section 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

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 concerns about our data processing, please raise this with us in the first instance.

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

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

The Trust has appointed an external advisory service.

Head Office:

The DPO Centre
50 Liverpool Street
London
EC2M 7PR

Regional Office:

The DPO Centre
Suffolk Enterprise Centre
Felaw Street
Ipswich
IP2 8SQ

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our data protection officer (DPO).at: dpo@omegamat.co.uk.