



Mater Ecclesiae

Catholic Multi Academy Trust

'One Family in Christ'

PRIVACY NOTICE

PUPIL INFORMATION

Document Control

This document has been approved for operation within:	All Trust Establishments		
Policy Status	Statutory		
Approved by:	Full Trust Board		
Owner:	CEO		
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Date of Review	Amendments Made
October 2024	New formatting Review cycle changed to 3 yearly (or sooner)

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About Mater Ecclesiae Catholic Multi Academy Trust

We understand our moral and legal responsibility to respect your privacy and take care of any personal data we hold about you, in compliance with the data protection legislation. This privacy notice explains what personal data we process, why, who we share it with, how we keep it secure and your rights.

We are the data controller for the personal data set out in this privacy notice. Our Data Protection Registration Number is Z2879577.

Privacy Notice – How we use pupil information

1. How we collect pupil information

We collect pupil information via registration forms at the start of the academic year and common transfer files (CTF) from previous schools. Personal information will also be captured throughout the academic year as part of the general course of delivering education.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection whether you are required to provide certain pupil information to us or if you have a choice in this.

2. Categories of information

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

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, religion or beliefs, language, and free school meal/pupil premium eligibility)
- safeguarding information (including but not limited to: court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- 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, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Post-16 learning information
- Images and recorded voice including *CCTV, photographs or video recordings of you or your work (such as official school photographs, classwork activities, performances or events, school trips and sports days), visitor management system and student record system.*
- Trips and activities (such as consent forms, relevant health conditions, medication, dietary requirements, support plans)
- Travel arrangements
- Information on any disability or if you consider yourself to have a disability

3. Why we collect and use this information

We use the pupil data to:

- a) Support pupil learning
- b) Monitor and report on pupil progress
- c) Provide appropriate pastoral care
- d) Keep children safe (food allergies, or emergency contact details)
- e) Meet the statutory duties placed upon us for DfE data collections
- f) Comply with other statutory requirements (data protection, health and safety)

4. The lawful basis on which we collect and use this information

Under the UK General Data Protection Regulation (UK GDPR), we collect and use the majority of our pupil information under the lawful basis of:

- **Article 6(1)(e) public task** - because we process it to enable the provision of education which is both in the public interest and has a clear basis in law.
- **Article 6(1)(c) legal obligation** - as it is necessary for us to comply with the law e.g. census returns to the DfE.

We may on occasion use the lawful basis of:

- **Article 6(1)(f) legitimate** interests - for some commercial activities e.g. annual pupil photographs
- **Article 6(1)(e) vital interests** - where we need to protect a pupil's life e.g. the emergency services.

When processing 'special categories of personal data' the Trust will engage an additional condition from Article 9(2) of the UK GDPR. An example of this is when we collect and use health . We will process this under the lawful basis of:

- **Article 6(1)(a) consent** and **Article 9(2)(a) explicit consent**

5. Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Local authority
- Youth support services (pupils aged 13+)
- Department for Education (DfE)
- Third parties we have engaged to deliver educational services

6. How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule.

Your data maybe held in electronic or paper format or held in the "Cloud".

Your information is securely stored and is backed up on a regular basis. We ensure that any third parties who process your data adhere to strict rules about where they store, share and delete that information. We will always assess the risk to your privacy before sharing information with a third party.

The personal information we collect and store is essential for our Trust's operational use. We only keep personal information for as long as we need to, and where it is necessary to comply with any legal, contractual, accounting or reporting obligations. After this period, we delete or securely destroy personally identifiable data.

Overseas transfers

We mainly store our data in the UK or the European Economic Area (EEA), however some of our service providers may store personal data outside these areas (usually in the USA). Where this is the case, we have UK International Data Transfer Agreements with these service providers which ensures they process our data securely and in line with our data protection laws.

For more information on our data retention schedule please contact the Trust's Data Protection Officer:

Email: DPO@mecmat.org

Address: Data Protection Officer, Mater Ecclesiae Catholic Multi Academy Trust, Wkrspace, 3 Caxton Roadm Fulwood, Preston, Lancashire PR2 9ZZ.

7. Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose of those data collections.

The National Pupil Database (NPD) is owned and managed by the DfE 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/nationalpupil-database-user-guide-and-supporting-information>

All data is transferred securely and held by the DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information on how the DfE and its executive agencies share your personal data, go to <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

8. Requesting access to your personal data and complaints

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.

Under data protection law, parents and pupils have rights including:

- **Your right of access** – You have the right to ask us for copies of your personal information.
- **Your right to rectification** – You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** – You have the right to ask us to restrict the processing of your personal information in certain circumstances.

- **Your right to object to processing** – You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request for your personal information, or be given access to your child's educational record, contact the Trust's Data Protection Officer:

Email: dpo@mecmat.org

Address: Data Protection Officer, Mater Ecclesiae Catholic Multi Academy Trust, Wkrspace, 3 Caxton Road, Fulwood, Preston, Lancashire PR2 9ZZ.

9. Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, please let us know by contacting either the Headteacher or the Trust's Data Protection Officer.

We aim to meet the highest standards when collecting and using personal information. If you are unhappy with our use of your personal data, or anything in this notice, please talk to us directly so we can help to resolve any problem or query.

If you are still not happy with our response, you have the right to appeal directly to our regulator – the Information Commissioners' Office (ICO).

Telephone: 0303 123 1113

Link: <https://ico.org.uk/concerns/>

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Changes to this privacy notice

We keep our privacy notice under regular review. We will update it if we undertake any new or amended processing. We will bring any significant changes to your attention but to make sure that you keep up to date, we suggest that you revisit this notice from time to time.

11. Further Information

This privacy notice is not exhaustive, if you have any questions about any aspect of how your information is used, please do not hesitate to contact us.