

Privacy Notice (How we use pupil and parent/carer information)

Park Community Academy is part of The Sea View Trust – a multi-academy trust incorporating a number of different schools and academies. This privacy notice has been issued on behalf of The Sea View Trust.

The Sea View Trust is a multi-academy trust incorporating a number of different schools and academies. Our registered office address is Ewood Campus Clod Lane, Haslingden, Rossendale, England, BB4 6LR. We are registered with the Information Commissioner's Office (registration number ZA742257). This privacy notice has been issued on behalf of The Sea View Trust. When we refer to "we", "us", "our" or "the Trust" within this privacy notice, we are referring to the Sea View Trust. The Sea View Trust is the 'data controller' for the purposes of data protection law.

The Sea View Trust has appointed a Data Protection Officer who is responsible for overseeing questions in relation to this privacy notice. If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact the DPO using the details set out below

The categories of information that we process include:

The Academy collects and processes a wide range of information about pupils, parents and carers. This includes:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- pastoral and safeguarding information (such as 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)
- information relating to ethnicity, nationality and religion
- financial records about any money you have paid us; any amount(s) outstanding and associated recovery action. Depending on your chosen method of payment, we may hold your bank account details
- Photographs

- CCTV images
- Details of any other information that is provided to us by pupils and parents/carers whilst during the course of our relationship with you.

This list is not exhaustive, to access the current list of categories of information we process please see www.parkschool.co.uk

Why we collect and use this information

We have set out below a description of all the ways we plan to use pupil and parent/carer information, and which of the legal bases we rely on to do so. We may process pupil and parent/carer information for more than one lawful ground depending on the specific purpose for which we are using your information.

| Purpose/Activity | Type of Information | Lawful Basis for Processing Information |
|--|--|--|
| To support pupil learning | Contact details and characteristics Attendance information Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information | Necessary to comply with our legal obligations Necessary for the performance of a task carried out in the public interest |
| To monitor and report on pupil progress, enabling suitable interventions to be put in place where required | Contact details and characteristics Attendance information Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information | Necessary to comply with our legal obligations Necessary for the performance of a task carried out in the public interest |
| To provide appropriate pastoral care and ensure | Contact details and characteristics | Necessary to comply with our legal obligations |

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|--|--|--|
| <p>your child has access to appropriate support</p> | <p>Attendance information Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information</p> | <p>Necessary for the performance of a task carried out in the public interest</p> |
| <p>To assess the quality of our services</p> | <p>Contact details and characteristics Attendance information Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information</p> | <p>Necessary to comply with our legal obligations Necessary for our legitimate interests to improve the Academy's performance</p> |
| <p>To keep pupils and staff safe</p> | <p>Contact details and characteristics Attendance information Assessment information Special educational needs information Behavioural information Pastoral and safeguarding information Photographs CCTV</p> | <p>Necessary to comply with our legal obligations Necessary for the performance of a task carried out in the public interest</p> |
| <p>To comply with the law regarding data sharing</p> | <p>Contact details and characteristics Attendance information</p> | <p>Necessary to comply with our legal obligations Necessary for the performance of a task</p> |

| | | |
|---|--|--|
| | <p>Assessment information</p> <p>Special educational needs information</p> <p>Behavioural information</p> <p>Pastoral and safeguarding information</p> | <p>carried out in the public interest</p> |
| <p>To comply with statutory duties placed upon us for Department for Education data collections</p> | <p>Contact details and characteristics</p> <p>Attendance information</p> <p>Assessment information</p> <p>Special educational needs information</p> <p>Behavioural information</p> <p>Pastoral and safeguarding information</p> | <p>Necessary to comply with our legal obligations</p> <p>Necessary for the performance of a task carried out in the public interest</p> |
| <p>To communicate with parents/carers and provide updates relating to pupil learning</p> | <p>Contact details and characteristics</p> <p>Attendance information</p> <p>Assessment information</p> <p>Special educational needs information</p> <p>Behavioural information</p> <p>Pastoral and safeguarding information</p> <p>Photographs</p> | <p>Necessary to comply with our legal obligations</p> <p>Necessary for our legitimate interests to improve the Trust's communications with parents/carers</p> <p>Consent</p> |
| <p>To process payments from parents/carers</p> | <p>Contact details and characteristics</p> <p>Financial information</p> | <p>Necessary for the performance of the contract</p> |

Purposes for processing – Special Category Data

We have set out below a description of all the ways we plan to use more sensitive “special category data” of pupils and parents/carers, and which of the legal bases we rely on to do so. We may process pupil and parent/carer information for more than one lawful ground depending on the specific purpose for which we are using your information.

| Purpose/Activity | Type of Information | Lawful Basis for Processing Information |
|--|---|--|
| To ensure your dietary needs are catered for | Medical information | Vital interests Necessary to comply with our legal obligations Schedule 1, Part 2, (6) Data Protection Act 2018 - Statutory Purposes |
| To make reasonable adjustments for the provision of learning | Medical information | Necessary to comply with our legal obligations Schedule 1, Part 2, (6) Data Protection Act 2018 - Statutory Purposes |
| For statistical analysis of our pupils | Race, nationality and ethnicity information | Necessary to comply with our legal obligations Schedule 1, Part 2, (6) Data Protection Act 2018 - Statutory Purposes |
| To keep pupils and staff safe | Medical information Behavioural information Pastoral and safeguarding information | Necessary to comply with our legal obligations Necessary for reasons of substantial public interest |

| | | |
|--|---|--|
| | | <p>Schedule 1, Part 2, (18) Data Protection Act 2018 - Safeguarding children and adults at risk</p> <p>Schedule 1, Part 1, (3) Data Protection Act 2018 - Public Health</p> |
| To support pupils with special educational needs | <p>Special educational needs information</p> <p>Medical information</p> | <p>Necessary to comply with our legal obligations</p> <p>Necessary for reasons of substantial public interest</p> <p>Schedule 1, Part 2, (6) Data Protection Act 2018 - Statutory Purposes</p> |

How we collect information

We collect pupil information via **admission and registration forms and Common Transfer files.**

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it 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.

Generally, the information we hold will have been provided by pupils and parents/carers (e.g. information inputted into our management information system or when we communicate with you), but we may also hold information provided by third parties where this is relevant to your own circumstances.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.parkschool.co.uk

Who we share information with

We routinely share pupil and parent/carer information with:

- schools that the pupils attend after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- The Sea View Trust
- NHS Blackpool
- Third parties we may engage the services of for the purpose of providing a public task or the administration of the Academy, for example our safeguarding monitoring software, our management information system provider

Why we regularly 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.

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

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach 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.

Department for Education

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 Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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

For more information, please see 'How Government uses your data' section.

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 by emailing dataprotectionofficer@forbessolicitors.co.uk

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us 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:
dataprotectionofficer@forbessolicitors.co.uk

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).

- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>