

# Pope Francis Multi Academy Trust

## PRIVACY NOTICE FOR PARENTS & CARERS

<b>Presented &amp; Approved by Trust Board</b>	<b>Thursday 25<sup>th</sup> March 2021</b>
<b>Signed by Chair of Trust Board</b>	
<b>Name of Chair of Trust Board</b>	<b>Fr Michael Fitzsimons</b>
<b>Date</b>	<b>Thursday 25<sup>th</sup> March 2021</b>
<b>Version</b>	<b>1</b>
<b>Review Date</b>	<b>March 2023</b>

## **Privacy notice for parents/carers**

Under data protection law, individuals have a right to be informed about how the schools in the Trust uses any personal data that we hold about them.

The Trust will comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how the Trust will collect, store and use personal data about students.

The Pope Francis Academy Trust is the ‘data controller’ for the purposes of data protection law.

The Data Protection Officer (DPO) is Mr C Williams.

## **The personal data the Trust will hold**

Personal data that the Trust may collect, use, store and share (when appropriate) about students includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests and examinations
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

The Trust may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

## **Why the Trust will use this data**

The Trust will use this data to:

- Support learning
- Monitor and report on progress
- Provide appropriate pastoral care
- Protect welfare
- Assess the quality of services within the schools in the Trust
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

## **The legal basis for using this data**

The Trust will only collect and use students' personal data when the law allows us to.

Most commonly, the Trust will process it:

- To comply with a legal obligation
- To perform an official task in the public interest

Less commonly, the Trust may also process students' personal data in situations where:

- Consent has been obtained to use it in a certain way
- The Trust needs to protect the individual's vital interests (or someone else's interests)

Where consent has been obtained to use personal data, this consent can be withdrawn at any time.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify the use of this data.

### **Collecting this information**

While most of the information collected about students is mandatory, there is some information that can be provided voluntarily.

Whenever information is sought, it will be made clear whether providing it is mandatory or optional.

### **How this data is stored**

The Trust will keep personal information about students while they are attending one of the Trust's schools.

Personal information may be kept beyond their attendance at the school if this is necessary in order to comply with our legal obligations.

### **Data sharing**

The Trust will not share information about students with any third party without consent unless the law and our policies allow us to do so.

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

- A local authority - to meet the legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education - to meet the legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The student's family and representatives - to meet the legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Educators and examining bodies - to enable them to provide the service they have been contracted for
- Ofsted - to meet the legal obligations to share certain information with it, such as safeguarding concerns and exclusions

- Suppliers and service providers – to enable them to provide the service for which they have been contracted for
- Financial organisations – to enable them to provide the service for which they have been contracted for
- Central and local government - to meet the legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Our auditors - to enable them to provide the service for which they have been contracted for
- Survey and research organisations - to enable them to provide the service for which they have been contracted for
- Health authorities - to meet the legal obligations to share certain information with it, such as safeguarding concerns
- Security organisations - to enable them to provide the service for which they have been contracted for
- Health and social welfare organisations - to meet the legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Professional advisers and consultants - to enable them to provide the service for which they have been contracted for
- Charities and voluntary organisations - to enable them to provide the service for which they have been contracted for
- Police forces, courts, tribunals - to meet the legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Professional bodies - to enable them to provide the service for which they have been contracted for

### **National Pupil Database**

The Trust is required to provide information about students to the Department for Education as part of statutory data collections such as the school census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics.

The information is securely collected from a range of sources including schools, local authorities and examination boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on how it collects and shares research data.

<https://www.gov.uk/government/collections/national-pupil-database>

A parent or carer can also contact the Department for Education with any further questions about the NPD.

## **Transferring data internationally**

When the Trust transfers personal data to another country or territory it will be done in accordance with data protection law.

## **Parents and students' rights regarding personal data**

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If a subject access request is made and the Trust does hold information the following will be confirmed:

- A description of the data
- Information about why it is being held, how it is processed and how long it will be kept
- Explain where it was obtained, if not from the parent or the child
- Information about where it has been shared or will be shared with
- Information as to whether any automated decision-making is being applied to the data, and any consequences of this

The Trust will provide a copy of the information in an intelligible form.

In order to make a subject access request please contact the Data Protection Officer for the Trust.

Parents/carers whose children attend academies do not have automatic parental right of access to educational records. In the spirit of transparency, The Pope Francis Academy Trust does allow access to educational records.

To request access, contact the Data Protection Officer.

## **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, contact the Data Protection Officer.

## **Complaints**

The Trust will take any complaints about collection and use of personal information very seriously.

Any person that thinks that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about data processing, should raise this with the Trust in the first instance.

To make a complaint, contact the Data Protection Officer.

Alternatively, a complaint can be made to the Information Commissioner's Office:

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

## **Contact the Trust**

For any questions, concerns or more information about anything mentioned in this privacy notice, please contact the Data Protection Officer:

Mr C Williams,  
c/o The Pope Francis Academy Trust,  
LACE  
Sefton Park  
Liverpool  
L17 1AA

This notice is based on the Department for Education's model privacy notice for students, amended for parents and to reflect the way data is used in the Trust.