

This privacy notice explains how the trust use (process) your personal information. If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 0161 330 2330 or by email to carolyn.wright@stamfordparktrust.ac.uk.

Why do we need to process your personal data?

Your personal information is used by us to exercise our official authority to provide education services across the trust according to the provisions of the Academies Act 2010. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA).

The legal basis which we often rely on for processing your personal data is **to perform our public task**. We may also rely on the following lawful bases, and you will be informed if this is the case:

- Your consent – where this is relied upon, you can ask to remove your consent at any time by contacting us.
- A contractual obligation
- A legal obligation
- To protect a person’s vital interest

For the purposes of relevant data protection legislation, Stamford Park Trust are the data controller for personal data processed by our academies.

In some cases, we may share your data with a third-party processor; however the trust remains responsible for the processing of this data, and the same data protection standards that the trust upholds are imposed on the processor.

What information do we collect about you?

We collect information about you when you are allocated a place at the school. You/your parents or carers will provide personal information as part of your application for secondary schools via the local authority’s admissions service. The local authority also publish a privacy notice outlining how they use your personal information, and this can be viewed on their website at <https://www.tameside.gov.uk/TamesideMBC/media/foi/Access.pdf>.

Once you have been offered a place at the school, and accepted this, we will receive your personal information, and will collect more from you/your parents or carers in order to support you during your transition to secondary school, and during your time as a pupil with us. The information we collect includes your name, address, contact details, date of birth and previous educational information. We will also take your photograph for security purposes, and will keep a record of emergency contact details.

How will we use information about you?

We will use your personal information to support your transition to secondary school. Once you have started school with us, this information is used to support the provision of your education.

During your time with us, new information about you will be created in the form of assessments and feedback. Reports for parents or carers about your progress and attendance will be sent using the details provided at admission. Pupil photographs may be displayed in school, and may be used on

marketing materials internally and externally for up to 3 years. If you do not wish for your/your child's photograph to be used in this way, please let us know.

Your information will be securely destroyed after it is no longer required for any of the purposes stated above or as required by legislation, in accordance with our data retention schedule. You can request a copy of this schedule from the trust Data Protection Officer.

Special Categories of Information

The school will also ask you/your parents or carers to provide information relating to your ethnicity and any health or special educational needs (SEND) you may have. This information is used to ensure that we meet our obligations under the Equality Duty and also to ensure that we provide support to you throughout your time with us.

We may also be provided with information about you (for example, health information or attendance data) by your previous school, college or the local authority. Again, this is to ensure that we are able to support you during your time with us.

The legal basis which we will rely on for processing your special categories of personal information is as set out above in the section **Why do we need to process your personal data?**

In addition, we also rely on conditions (a) Explicit consent and (c) Vital interests of the UK GDPR - Article 9.

If you would like to discuss this further, please do not hesitate to contact us.

Who do we share information with?

We pass information to relevant government bodies and agencies as part of our mandatory duty. 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 the Department for Education (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.

We may also share information with any education provider you attend after leaving us; the local authority; the careers service; NHS health services; and any other regulated public authority.

What are your rights?

You have the following rights in relation to the processing of your personal data:

- To be informed about your personal data is being used
- To request access to your personal data
- To request that your personal data is amended if it is inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted to a specific purpose
- To object to your personal data being processed

What if I am unhappy with how my personal data is being used?

If you have any concerns about our use of your personal data, you can make a complaint to the Data Protection Officer at:

Carolyn Wright
Data Protection Officer
Stamford Park Trust
c/o Ashton Sixth Form College
Darnton Road
Ashton-under-Lyne
OL6 9RL

Or by email at: Carolyn.wright@stamfordparktrust.ac.uk

You can also complain to the ICO (Information Commissioner's Office) if you are unhappy with how we have used your data by writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: www.ico.org.uk

Changes to this privacy notice

We may change this privacy notice and we encourage you to check this privacy notice from time to time.

How Government uses your data

The pupil data that we lawfully share with the Department for Education (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 (DfE) (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 (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 for Education (DfE).

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>

The Learner Records Service

The LRS supports the DfE by collecting learner information from training providers and awarding organisations. For the purposes of relevant data protection legislations, the DfE is the data controller for personal information we process.

We receive your personal data from: schools, colleges, local authorities, and training/learning providers accredited achievement data supplied by awarding organisations

The aims of LRS are to: create a trusted and verified record of learning for citizen across England, Wales, and Northern Ireland enable education organisations to access these records when required to support individuals with enrolment to education and careers advice, ensuring they get access to the correct education and government funding issue you with a Unique Learner Number (ULN) to create your Personal Learning Record (PLR)

Sharing by the Department for Education (DfE)

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools and 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 for Education's (DfE) 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 the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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>

How to find out what personal information the Department for Education (DfE) holds about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>