



Privacy Notice for pupils and their families (How we use pupil information)

Data Controller: Synergy Education Trust

Address: % Stanley Primary School, Wordsworth Avenue, Blackpool. FY3 9UT

Data Protection Officer: SchoolsDPO@blackpool.gov.uk

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- 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 first aid records)
- 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 and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- trips and activities (personal identifiers, medical, food allergies)
- catering (personal identifiers, dietary requirements, food allergies)
- health and safety information (personal identifiers, contacts and incident details)
- CCTV footage (video images) if the school operates a CCTV system
- Images such as photographs
- Telephone Call recordings - (Date, time and duration of the call, telephone number used, audio of the conversation, any personal information shared verbally during the call)

This list is not exhaustive, to access the current list of categories of information we process please contact the Trust office; on 01253 800318 or email: coo@seteducation.org.uk or contact the individual schools.



Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe
- f) to meet the statutory duties placed upon us for DfE data collections
- g) to administer the school's governing body
- h) to facilitate and promote health services
- i) to meet other statutory duties (GDPR compliance and health & safety)

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for the majority of processing (including pupil learning and pastoral care) is:

(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

However, the organisation also relies on the following lawful bases:

(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes; (e.g. publication of photographs)

(c) processing is necessary for compliance with a legal obligation to which the controller is subject; (e.g. health & safety, safeguarding)

(d) processing is necessary in order to protect the vital interests of the data subject or of another natural person; (e.g. medical emergencies)

When processing special categories of personal data the organisation will engage an additional condition from Article 9(2)(a) of the GDPR.

Collecting pupil information

We collect pupil information from a number of sources including but not limited to: admission forms, the Local Authority, other education settings, pupils as the data subjects, health professionals and family members.

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.



Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. If you would like more information on our data retention schedule and our school records management policy please request a copy from the School Office.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- medical professionals (e.g. school nurses)
- third parties that provide educational services

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. The legislation the school shares data under includes but is not limited to:

- Education Act 2011
- Education and Skills Act 2008
- The Special Educational Needs and Disability Regulations 2014
- Children and Families Act 2014
- Children's Act 1989 & 2004
- The Education (Information About Individual Pupils) (England) Regulations 2013.

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.

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 below.



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)

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, or be given access to your child's educational record, contact the school office or email dpo@layton.blackpool.sch.uk.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.



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, or you are unhappy with our use of your personal data, please let us know by contacting the school office or email the Trust office; on 01253 800318 or email : coo@seteducation.org.uk or individual schools.

Contact

If you would like to discuss anything in this privacy notice, please contact the school office or email: coo@seteducation.org.uk