

# Albert Bradbeer Primary Academy Privacy Notice

## How we use Pupil information

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

- Personal information (such as name, unique pupil number, address and photograph)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical information through an Individual Healthcare Plan (such as name, address, medical diagnosis/condition, family contact information, doctor, hospital contact information, description of medication and support needed)
- Special Educational Needs information through an EHCP (Education Health Care Plan) which is a legal document that describes a child or young person's special educational, health and social care needs.
- Safeguarding and Behaviour information
- School trip information
- Accidents and managing health and safety
- Exam and progress assessment information
- Provision of educational software in support of teaching and learning
- To enable the Pupil to be provided with a school meal
- Library Software – so we can share resources with the Pupils
- Meeting our statutory requirements for statutory returns and audit

### Why we collect and use this information

We use the Pupil data:

- to support Pupil learning
- to monitor and report on Pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to meet our statutory obligations and audit requirements

### The lawful basis on which we use this information

We collect and use Pupil information for general purposes under:

- processing that is carried out in the course of the school's legitimate activities

- processing that is carried out for data collection purposes (Departmental Censuses) under the Education Act 1996 – this information can be found in the census guide documents on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>]
- processing that is carried out where it is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent. Examples of this are safeguarding the child.

## Collecting Pupil information

Whilst the majority of Pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulations, we will inform you 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 in accordance with our Records Management Policy, which can be found here:

- <https://www.ecmat.co.uk>

We store Pupil data on the following systems:

- SIMS Our school information management system.
- HCSS – The Trust finance and budgeting system
- Parent Pay – parent communication and payment systems
- My Concern – safeguarding and behaviour management system
- Educational Software – in support of teaching and learning
- Egress Switch – to provide encrypted secure file transfer within Microsoft Outlook
- Microsoft Outlook – email communication system
- Microsoft One Drive and Google docs
- Library Software – to enable resources to be shared with Pupils
- STAT online – assessment data management and tracking system
- SISRA - assessment data management and tracking system
- CCTV
- Evolve – School Visit management system
- Exercise books and pupil work files/folders
- Pupil photographs for display purposes

## Who we share Pupil information with

We routinely share Pupil information with:

- schools that a Pupil attends after leaving us
- our local authority

- the Department for Education (DfE)
- the schools within the Education Central Multi Academy Trust
- Educational software providers in support of teaching and learning
- S4S who support us with SIMS
- Our Auditors

## Why we 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.

We share Pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our Pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## 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>.

## 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

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / Pupil once he/she reaches the age of 16.

## 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 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. 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/national-Pupil-database-user-guide-and-supporting-information>.

The DfE may share information about our Pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department of Education has robust processes in place to ensure the confidentiality of our data is maintained and that there are stringent controls in place regarding access and use of the data. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to store and handle the data

To be granted access to Pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the DfE has provided Pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-Pupil-database-requests-received>

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

## **Requesting access to personal data**

Under data protection legislation, parents and Pupils have the right to request access to information that we hold about them. To make a request for personal information, or to be given access to your child's educational record, contact the Headteacher at your school. A data subject also has 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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Alternatively, you can contact 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 Mr C Chambers, Headteacher.