

Pupils

Privacy Notice for Use of your Personal Data

September 2022

Why do we collect and use pupil information?

We collect and use pupil information under the Data Protection Act 2018 (DPA 2018) and “Article 6” and “Article 9” of the UK General Data Protection Regulation (UK GDPR). Truro & Penwith Academy Trust are the ‘data controller’ for the purposes of data protection law.

- *Article 6 (UK GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.*
- *Article 9 (UK GDPR) condition: For substantial public interest on legal basis.*

We use the pupil data:

- to support student learning
- to monitor and report on student 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

We may also hold information about students that we have received from other organisations, including other schools, other local authorities and the Department for Education (DfE).

Note: Schools and local authorities have a (legal) duty under the DPA and the UK GDPR to ensure that any personal data they process is handled and stored securely.

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

- Personal information (such as name, unique pupil number, address, photograph and parents’ national insurance number)
- Characteristics (such as ethnicity, religion, language, nationality, country of birth and free schoolmeal eligibility)
- Attendance information (such as sessions attended, number of absences, absencereasons and any previous schools attended)
- 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, dietary requirements, allergies, health, dental and eye checks, immunisation programme)

- Assessment and attainment (such as data scores, phonics results, tracking, internal and external testing)
- Special educational needs information (including the needs and ranking, Education, Health and Care Plans (EHCP), which is a legal document that describes a child or young person's special educational, health and social care needs and applications for support, care or support plans
- Safeguarding information (such as court orders and professional involvement)
- Behavioural information
- Exclusion information (including any relevant alternative provision)
- Catering and free school meal management
- School trip information
- Passport information (residential trips out of the UK)
- Photographs (for internal safeguarding and security purposes, newsletters, social media and promotional purposes)
- Payment details (not bank details)
- Accidents and managing health and safety
- Provision of educational software in support of teaching and learning
- Library software – so we can share resources with the students
- Meeting our statutory requirements for statutory returns and audit

For details of what we collect, hold and share, please visit the Information Commissioner's Office (ICO) Data Protection Register on:

<https://ico.org.uk/esdwebpages/search> and enter our DPR Registration, which is **ZA050487CSN3765731**

Collecting student information

Whilst the majority of student 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 Regulation, 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 student data in accordance with our Records Management Policy. We store student data on the following systems:

- The school information management system
- The Trust finance and budgeting system
- Parent communication and payment systems
- Safeguarding and behavior management system
- Educational software – in support of teaching and learning
- 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 students
- Health & Safety Accident Reporting System

Who we share pupil information with

We routinely share pupil information with:

- schools that a student attends after leaving us
- our local authority and other local authorities – to meet our obligation to share certain information with it, such as admissions, safeguarding concerns and exclusions
- the Department for Education (DfE)
- Health authorities
- Educators and examining bodies
- Ofsted
- Central and local government
- Survey and research organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Suppliers and service providers
- Police, courts and tribunals
- The schools within the Trust
- Educational software providers in support of teaching and learning
- SIMS support service
- Our Auditors

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share student' 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 students 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>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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.

We are required by law, to provide information about our students 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 student information we share with the department, for the purpose of datacollections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties whopromote the education or well-being of children in England by:

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

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether 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 department'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 department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

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:

Judy Brinson – Data Protection Lead
Email: jbrinson@tpacademytrust.org

Josie Medforth – Data Protection Officer
Email: dpo@panoramic.org.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
- 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, 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:

- Judy Brinson – Data Protection Lead
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Truro Business Park,
Threemilestone,
Truro
TR4 9LD
Tel No: (01872) 613272
Email: jbrinson@tpacademytrust.org

- Josie Medforth - Data Protection Officer
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Email: DPO@panoramic.org.uk