

School Privacy Notice for Pupils

The schools within our Trust need to use information about you to ensure that you are accessing high quality education, learning and support to enable you to do your very best.

The information they hold is kept very safe. Should you want to know what we do with the information, please ask your teacher or speak to your parents/carers and ask them to contact the School Office.

In each School, we have a Data Controller who is your Headteacher, and our main Data Processor is the School Business/Office Manager. The Trust also has a Data Protection Officer. Any of these, can answer any questions you may have about what we do with your information.

If you, or your parents/carers, want to speak to them, then they can do this by contacting the school office or by contacting Jill Wilkinson who is the Trust's Data Protection Officer:

dataprotection@transformtrust.co.uk

From the point at which you join our School to when you leave, we will gather, use and process information about you for various purposes. The information we hold is known as 'personal' or 'special' category data. The table below tells you what we hold.

We get this information from your parents/carers, from you directly, from your teachers and other staff, and from other people and organisations like doctors, and we may need to continue to hold some information about you even after you have left the school. Sometimes we need permission to use your information which we get from your parents/carers before we do use it. This includes the use of any images, i.e. photos or videos which we may display in and around school, in newsletters, on our website and sometimes on social media.

| Personal Data | Special Data |
|--|---|
| Name | Racial or Ethnic Origin |
| Address | Religious Beliefs |
| Telephone Numbers up to 3 in the event of an emergency | Special Educational Needs and Disability information (including needs and ranking) |
| Contact Email | Medical and Health information (such as doctors, child health, dental health, allergies, medication and dietary requirements) |
| Date of Birth | Dietary information |

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|---|---|
| Nationality | Safeguarding and child protection information (such as court orders and professional involvement) |
| Country of Birth | Sexual Orientation |
| Language(s) | |
| Unique Pupil Number | |
| Details of previous/future schools | |
| Eligibility for free school meals | |
| Images: Photograph and video for school publications including social media | |
| Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended) | |
| Behaviour information (such as suspensions and exclusions and any relevant alternative provision and results) | |
| Assessment and attainment information (such as EYFS, Phonics, Key Stage 1 and 2 and relevant results) | |
| Information of children attending school trips and residential. | |

We use your information for lots of reasons and some of which are required in order for our schools to fulfil their official functions and meet legal requirement, or because we need to so that we can run the school. We collect and use information for the following:

- 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 (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us for DfE data collections
- g) the purposes of educational research

Under the General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function

- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)
- for the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information
 - Section 537A of the Education Act 1996
 - the Education Act 1996 s29(3)
 - the Education (School Performance Information)(England) Regulations 2007
 - regulations 5 and 8 School Information (England) Regulations 2008
 - the Education (Pupil Registration) (England) (Amendment) Regulations 2013

In addition, concerning any special category data:

- conditions a, b, c and d of GDPR - Article 9

Collecting your information

Our school will obtain your information via registration forms at the start of each academic year. In addition, when a child joins from another school they are sent a secure file containing relevant information.

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 provided to us 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 information to us or if you have a choice in this.

Storing your data

We hold data securely for the set amount of time shown in our data retention schedule, known as the Information Register.

Who we share your information with

We routinely share your information with:

- the school that you attend after leaving us
- the local authority
- the Department for Education (DfE)
- researchers from reputable institutions
- third parties such as data management information and collection systems (such as Scholarpack, MyConcern, Insight) and where there is a data information sharing agreement in place.

Why we routinely share your information

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

Department for Education

We are required to share information about you with the Department for Education (DfE) either directly or via our local authority for the purpose of data collections, under:

- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- the Education (School Performance Information)(England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013

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.

Requesting access to your personal data

Under data protection legislation, you and your parents have the right to request access to information we hold about you. To make a request for your personal information, or be given access to your child's educational record, contact the Headteacher at your school or email dataprotection@transformtrust.co.uk.

You also have the right to:

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

We keep your information safe and we make sure that only people who need to have a good reason to see it have access.

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.

If you are concerned about how we are using your personal data, you should raise your concern with the Headteacher in the first instance or directly to the Information Commissioner's Office: <https://ico.org.uk/make-a-complaint/>

Contact

If you would like to discuss anything in this privacy notice, please contact: your Headteacher or Jill Wilkinson, Data Protection Officer for Transform Trust on 0115 9825090 or email: dataprotection@transformtrust.co.uk

Local Authority Derby

Information Governance
Derby City Council
Council House
Corporation St
Derby
DE1 2FS

Email: Information.Governance@derby.gov.uk

Tel: 01332 640763

Local Authority Nottingham

Data Protection Team
Legal Services
Nottingham City Council
Loxley House
Station Street
Nottingham
NG2 3NG

Email: data.protection@nottinghamcity.gov.uk

Tel: 0115 876 3855

Local Authority - Nottinghamshire

Information and Systems Team,
Quality and Improvement Group Children,
Families and Cultural Services,
Nottinghamshire County Council
County Hall,
West Bridgford
Nottingham,
NG2 7QP

Email: data.management@nottscc.gov.uk

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 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 (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 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.

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>

Sharing

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- 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's 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 DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department 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>

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