



Edmonton Academy Trust

General Data Protection Regulation

Data Protection Officer- Mrs J Petts

Privacy Notice (How we use pupil information)

Edmonton Academy Trust is committed to protecting the privacy and security of all personal information.

This privacy notice describes how we collect and use personal information about you during and after your time with us, in accordance with the General Data Protection Regulation (GDPR).

The categories of pupil information that we process include:

- Contact details, contact preferences, date of birth, identification documents.
- Results of internal assessments and externally set tests.
- Previous school history and prior attainment.
- Public exam results.
- Pupil and curricular records, reports.
- Characteristics, such as ethnic background, gender, eligibility for free school meals.
- Special educational needs records.
- Exclusion information.
- Details of any medical conditions, including physical and mental health.
- Attendance and late information.
- Safeguarding information.
- Behaviour information.
- Details of any support received, including care packages, alternative education providers, plans and support providers.
- Photographs and videos.
- CCTV images captured in school or via body worn cameras.
- Biometric finger print information.
- Criminal convictions and offences.
- Information about being a child looked after.
- We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use pupil information

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

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us for DfE data collections

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

We collect and use pupil information under:

- the GDPR Article 6 (c) – for example where we are required to do so by the Education Act 1996
- the GDPR Article 6 (d) and 9 (c) – for example critical health information about pupils that may put them at risk
- the GDPR Article 6 (a) – for example where data has been supplied by the parent for use in the school setting e.g. information about family preferences in respect of religion

Full details of the legal basis for our data use is given in our Data Protection Impact Assessments which are available on request.

Note that Health professionals commonly gather data in school settings for a variety of purposes. This data is not held by the school.

Collecting pupil information

We collect pupil information via:

- Data Collection Sheets issued each year at Parents Evenings.
- Registration forms when your child starts at this School.
- Common Transfer File (CTF) or secure file transfer from any previous schools.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it 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. For more information, please contact the Data Protection Officer.

Who we share pupil information with

We routinely share pupil information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- Other local authorities - to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education – we share personal data with the DfE on a statutory basis. This is for statistical purposes and the return of the departmental censuses 3 contained within the Education Act 1996. Further guidance is available at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- The pupil’s family and representatives – for progress and attainment updates.
- Examining bodies – for statistical purposes and the marking and re-marking of public exams.
- Our regulator, Ofsted – for summaries of exam outcomes.
- Suppliers and service providers – to enable them to provide the service we have contracted them for.
- Financial organisations – to comply with academy funding requirements.
- Health authorities – for the establishment and management of inoculation programmes, for the prevention of infectious and contagious illness.
- Health and social welfare organisations– evaluate and improve policies on children’s social care, – for the provision of medical treatment and the management of healthcare services.
- Professional advisers/bodies and consultants - to obtain legal advice, for the establishment, exercise or defence of legal claims.
- Social Services – for safeguarding and wellbeing purposes.
- Police forces, courts, tribunals - for the prevention and detection of crime, in response to a lawful request for information.
- Insurance companies – if there is an accident, for the establishment, exercise or defence of legal claims.

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.

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 our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with 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:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

Biometric Data

We store pupil's fingerprints (biometric data) in order to identify them when purchasing food and drink in the school canteen. In order to store this data, we seek consent from parents for those pupils under the age of 18 or the pupil themselves where he is 18 or over (in accordance with the Protection of Freedoms Act 2012).

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)

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 by the Department

The law allows the Department 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'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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

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>

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 Mrs J Petts (Data Protection Officer)

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/>

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 Mrs J Petts, Data Protection Officer.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on February 2019.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Mrs J Petts, Data Protection Officer, Edmonton Academy Trust