

Pupil & Parent/Carer Privacy Notice



Document 2

T.E.A.M. Education Trust

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List of Associated Policies:	Data Protection Policy & Appendices Privacy Notice - Pupil Privacy Notice - Workforce Record Retention & Deletion Policy Social Media Policy Bring your own device Procedure (BYOD) IT Security & Acceptable Use Policy Off Site Working Procedure CCTV Procedure Data Protection (DP) Framework Privacy Policy - Trust Workforce & Governance

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

2.1 What this Privacy Notice is for

Schools within the TEAM Education Trust collect, hold, use and share information about our pupils and their families. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means from collecting, storing, using, sharing and disposing of it.

2.2 The types of information that we process

- personal information that identifies you, and your contact details. This includes name, date of birth, unique pupil number, photographs, contact details and address
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- assessment and attainment (such as National curriculum assessment results e.g. Key Stage 2 results, exam results and student performance at different data collections, [post 16 courses enrolled for] and any relevant results)
- For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.
- Destination data (this is information about what students do after leaving the school, for example, college, university, apprenticeship, employment)
- Post 16 learning information
- Extra-curricular and enrichment participation

2.3 Special category data

- 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 information (such as Doctor’s information, child health, dental health, allergies, medication and dietary requirements)
- Funding (Free school meal, Pupil Premium, ESA, High Needs Funding and Catch Up Funding)

2.4 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
- to meet the statutory duties placed upon us for DfE
- to comply with the law regarding data sharing
- for site security
- protect public monies against fraud
- to streamline systems

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

- Article 6(a) - Consent (for any processing which does not fall into the bases detail within this section below)
- Article 6(c) - Compliance and Legal Obligation

as set out in the Education Act 1996 (as amended). We are required to share information about our pupils with the (DfE) under regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

In addition, there are extensive statutory obligations that a school is subject to – further details about these are available from our Data Protection Officer.

- Article 6(e) - Public Interest

In addition, concerning any special category (personal data that needs more protection because it is sensitive, please see our legal conditions for processing document for information about special category data) data of [GDPR - Article 9](#) :

- Article 9(2g) - Processing is necessary for reasons of substantial public interest

Data Protection Act 2018 part 2 schedule 1;

- 8 - Equality of Opportunity or Treatment
- 18 - Safeguarding Children and Individuals at Risk

2.5 How we collect pupil information

We collect pupil information via admission forms completed by parent/carer when a student joins our School, data collection forms, CCTV cameras, information provided by; parent/carer, the previous school/provisions, local authorities, NHS, Police, the Department for Education (DfE) and by secure file transfer Common Transfer File (CTF).

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. We will let you know, when we ask you for data, whether you are required to provide the information and your rights in relation to this.

2.6 How and where we store pupil information

We securely store workforce information on the School's IT network located on site. This is a secure locked room. Secure storage is provided for paper based records. We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please our Date Retention Policy.

We are currently following the instructions of the Independent Inquiry into Child Sexual Abuse (IICSA) which states that student records should not be destroyed until this inquiry is complete.

2.7 Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupils attend after leaving us
- Feeder schools
- Our local authority
- Other relevant local authorities
- Our Governing Body
- Employers/training providers where references are requested
- Work experience providers
- The Department for Education (DfE) Inc. Learner Record Services and the National Pupil Database
- Police
- NHS (agencies and services)/School Nurse
- External systems used by the School to carry out day to day processes and requirements. For example, and not limited to; RM Integris, Teachers to Parents texting service and Parentpay (School Payments). See Appendix A for a full list of all the external systems with which we share data.

2.8 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.

2.8.1 Youth support services & Careers advisors

Pupils aged 13+

Once our pupils reach the age of 13, we pass information about the pupil to our local authority and / or provider of youth support services so they can carry out their legal 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 object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via Compass Plus [and held in line with their separate data retention period].

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

A child / pupil once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

Data is securely transferred to the youth support service via Compass Plus and is stored [insert storage] and held for [insert data retention period].

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

2.8.2 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 for the purpose of those data collections, under:

regulation 5 of The Education (Information About Individual Pupils) (England) 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.

2.8.3 Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

2.9 Requesting access to your personal data, and other rights

Under data protection law, pupils have the right to request access to information about them that we hold, and in some cases, parents can make the request on the pupil's behalf. Parents also have the right to access their child's educational record, though a parental request to see other records will be subject to the pupil's consent if they are over 13, understand the request and any implications.

You also have the right to:

- be informed about the collection and use of your personal data.
- rectification, ie to have inaccurate personal data rectified, or completed if it is incomplete.
- erasure, often known as the 'right to be forgotten'; however, this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict processing, although, as above this is a limited right.
- data portability where applicable.
- object; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to process your data, you have the right to revoke that consent.
- You also have rights in relation to automated decision making and profiling, though these are not currently relevant
- Finally, the right to seek redress, either through the ICO, or through the courts

If you would like to request access to your data, or use any of the other rights listed above, please contact the school office in the first instance.

2.10 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)

2.11 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>

2.12 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>

2.13 Sharing by the Department

The law allows the Department to share pupils' personal data with certain external, 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. 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>

2.14 Learner Records Service *(Secondary Education onwards)*

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

2.15 Contacts

If you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance.

Please contact the School Office, Principal or School Data Protection Officer:

Data Protection Officer Name:	GDPR for Schools, Derbyshire County Council
DPO Email:	gdprforschools@derbyshire.gov.uk
DPO Phone:	01629 532888
DPO Address:	Room 396, North Block, County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

For Derbyshire County Council:

Information Governance Officer
Children's Services Department, Derbyshire County Council
Room 361
County Hall
Matlock
Derbyshire
DE4 3AG
Email: cs.dpandfoi@derbyshire.gov.uk
Telephone: 01629 532011

For DfE:

Public Communications Unit,
Department for Education,
Sanctuary Buildings,
Great Smith Street,
London, SW1P 3BT
Website: www.education.gov.uk
<https://www.gov.uk/contact-dfe>
Email: <http://www.education.gov.uk>
Telephone: 0370 000 2288

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number ZA761142 and stating that the Data Controller is TEAM Education Trust

Information Commissioners' Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number
Fax: 01625 524 510
Website: <https://ico.org.uk/concerns/>

Appendix A

List of all the external systems with which we share data.

Supplier Name	Product Name	Description	Location
Charanga Ltd	Musical School	Music planning scheme of work - no student info	
Class Twist Inc	Class Dojo	Parent communication platform	Outside of EEA
Community Brands UK Holdings Ltd t/a Eduspot	Teachers2Parents Ltd	Parent text platform	
Cool Milk at School Ltd	Cool Milk	orders of milk for EYFS - no student info	
Department for Education (DfE)		Our Govt Department	
Derby and Derbyshire Safeguarding Children Partnership		DDSCP	
Derbyshire County Council		Our local authority	
Edenred (UK Group) Limited	Edenred	FSM voucher during lockdown	
eduFOCUS Limited	Educational Visits Online Management System EVOLVE	Records and risk assessments of all school trips	
Envoy Inc	Envoy	Visitor sign system	Outside of EEA
Maths Circle Ltd	Times Table Rockstars	Maths tool for student learning & competition	
Nurture UK	Boxall Profile Online	Assessment tool for social & emotional skills	
One Team Logic Limited	MyConcern	Our safeguarding software	
Optimum Reports Ltd	OTrack	Pupil assessment data & tracking system	
Ortoo Technologies Ltd	GovernorHub	Tool for our governors where all minutes, notes and documents can be accessed by the governors only	
ParentPay Limited	ParentPay	Payment system for all student payments	
RM Education Ltd	RM Integris	Our MIS	
Seesaw Learning Inc	Seesaw	Platform for sharing learning at home between students & teachers during periods of self-isolation	Outside of EEA
SMARTeacher Inc	Prodigy Maths	Maths tool for student learning	Outside of EEA
Teach Active Ltd	Maths of the Day	Maths/PE tool for student learning	Outside of EEA
Teach Monster Games Limited	Teach Your Monster to Read	Reading tool for student learning	

The School Photography Company Ltd	The School Photography Company	Photogrpay company - name & class shared for organising photos	
Wonde Ltd	Wonde	Data migration tool operating between our MIS & some of the other platforms listed	
Zoom Video Communications Inc	Zoom	Video conferencing - staff & parents only	Outside of EEA

