



## **Privacy Notice (How we use pupil information)**

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This notice explains how we collect, store and use personal data about pupils at our school.

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

- Personal information (such as name, unique pupil number contact details and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, pupil premium and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Medical and administration (such as doctors' information, child health, allergies, medication, and dietary requirements)
- Assessment and attainment (such as Key stage 1 and 3 information, post 16 courses enrolled for and any relevant results)
- Special educational needs information
- Safeguarding information (such as court orders and professional involvement)
- Photographs and CCTV images
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

Elements of this data is called 'special category personal data' and we take extra care to make sure it is kept safe.

### **Where do we get this information from?**

We will obtain an amount of your personal data from:

- You
- Your parents/carers
- Teachers and other staff
- People from other organisations, like doctors or the local authority, for example.

In addition, information is passed to us as part of the transfer of information from your previous school or education setting. This includes information relevant to providing appropriate education and/or safeguarding for you when you start school. This information is normally transferred in hard and/or soft copies in the term prior to you starting at the school.

## Why we collect and use this information

We collect and use the pupil data 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 (Department for Education) data collections
- to comply with the law regarding data sharing.

## Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that you might be of interest in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication or by contacting the GDPR Lead in the Academy.

## The lawful basis on which we use this information

We collect and use student information under Article 6 and Article 9 of the GDPR (General Data Protection Regulation). This enables the Trust to process information under the Education Act 1996 and the Education Act 2005.

## Collecting pupil information

We collect pupil information from parents/carers via, for example, registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from the previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of that requested is 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/student data

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in your student file. We usually keep these until your 25<sup>th</sup> birthday unless you move to another school, in which case we send your file to your new school. We have a policy which explains how long we keep information. It is called a Data Retention Policy and you can find a copy of the school's or Trust website. Alternatively, you can ask for a copy at the school office or student reception. When we no longer need to retain information, we will destroy it or delete it in a secure manner.

## Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- Youth support services (pupils aged 13+)
- The Department for Education (DfE)
- Redhill Trust
- School Health
- Social Services
- MASH
- Other educational support services such as SALT
- Careers Advisors (KS4/KS5)

## 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 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.

## Department for Education (DfE)

The Department for Education (DfE) collects personal data from education settings and local authorities via various statutory data collections. We are required to share information about our pupils with the DfE either directly or via our local authority for the purpose 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 Security policy framework: protecting government assets - GOV.UK (www.gov.uk). 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>.

## Local Authorities

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

## 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, please contact the Operations Manager at the academy.

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 a 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 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/>

## **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 either the Operations Manager at the academy who acts as the Data Lead, or the Trust Data Protection Officer at [DPO@redhillacademytrust.org.uk](mailto:DPO@redhillacademytrust.org.uk).

## **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 November 2023.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact the Trust Data Protection Officer [DPO@redhillacademytrust.org.uk](mailto:DPO@redhillacademytrust.org.uk).