

PRIVACY NOTICE FOR PARENTS/CARERS

Under Data Protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this by providing Privacy Notices to individuals to make them aware how their personal data is being processed.

This Privacy Notice explains how personal data about **students** is collected, used and stored.

Each school within Salterns Academy Trust is the Data Controller for the purposes of the Data Protection law.

The categories of student information that we collect, hold and share includes but is not restricted to:

Personal Information:

- Name
- Date of Birth
- Unique Pupil Number
- Address
- Contact details
- Contact preferences
- Details of Medical Conditions, including physical and mental health

Characteristics:

- Ethnicity
- Language
- Nationality
- Country of birth
- Free school meal eligibility

Assessment Information:

- Results of internal assessments
- Results of external tests
- Student curricular records

Special Educational Needs:

- Details of support received, including care packages, plans and support providers

Behavioural Information:

- Exclusion information
- Safeguarding information
- Attendance information

Safeguarding Information

Photographs and CCTV images captured on the school premises

Why we collect and use this information

We use the student data:

- To support student learning
- To monitor and report on student progress

- To provide appropriate pastoral care and protect student welfare
- To assess the quality of our services
- To comply with the law regarding data sharing

The lawful basis of which we use this information

We collect and use student information when the law allows us to. Most commonly, it is processed when:

- There is a need to comply with a legal obligation.
- To perform an official task in the public interest.

Less commonly, it is processed in situations where:

- We have asked for consent, for a specific purpose
- To protect the individual's or someone else's interests.

Where consent has been asked for, it can be withdrawn at any time. This will be explained and made clear when consent is asked for.

There may be some reasons for collecting data and using student data that overlap and several grounds which justify our use of data.

Collecting student information

While the majority of student information you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you or the student, whether you are required to provide certain student information to us or if you have a choice in this.

Storing student data

We hold student data whilst they are in attendance at the school. We will also keep it beyond their attendance at our schools in order to comply with our legal obligations. The Information and Records Management Society's toolkit for Schools sets out how long we keep information about students.

Who we share student data with

We routinely share student information with:

- Schools that the student's attend after leaving us – so they have current information.
- The Local Authority – to meet our legal obligations.
- The Department for Education – to meet our legal obligations.
- A student's family/representative in case of emergency
- Examining Bodies – to comply with their requirements regarding exam entries.
- OfSTED – to undertake school inspection.
- Suppliers and Service providers – to provide the service they have been contracted for.
- Financial organisations – to enable bursaries to be paid.
- Auditors – required as part of the process of a financial audit.
- Survey and Research organisations – to undertake work on our behalf.
- Health Authorities – when required as part of a Multi Agency Safeguarding Hub meeting.
- Health and social welfare organisations – to undertake vaccination programmes.
- Professional advisers and consultants – to undertake counselling.
- Charities/Voluntary organisations – for those students undertaking schemes such as Duke of Edinburgh Award.
- Police, Courts, Tribunals – assisting their work.

- Professional bodies – for example to enter students for a competition being organised by them.

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 students' data with the Department for Education 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>.

Youth support services

Once our students reach the age of 13, we also pass student 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 student once he/she reaches the age 13.

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.

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 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 who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics

- providing information, advice or guidance
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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
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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 pupil 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 (subject access)

Under data protection legislation, parents and students have the right to request access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13), or where the child has provided consent.

Parents/carers also have the right to make a subject access request with respect to any personal data the school holds about them.

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

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/>

To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer (DPO) (Acting), in writing.

Contact

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

Mr S Labeledz
Chief Executive Officer
Salterns Academy Trust
c/o Admiral Lord Nelson School
Dundas Lane
Portsmouth
PO3 5XT

This privacy notice is based on the Department for Education's model privacy notice for pupils.