

UPAT Privacy Notice for pupils and families



What categories of information are processed?

The categories of personal information that we process include the following:

- Personal identifiers and contacts – e.g. name, unique pupil number, contact details and address
- Characteristics – e.g. ethnicity, language and eligibility for free school meals
- Safeguarding information – e.g. court orders and professional involvement
- Special educational needs and disabilities (SEND) information – e.g. any needs you have
- Medical and administration – e.g. doctors' information, your health, allergies, medication and dietary requirements
- Attendance – e.g. sessions attended, number of absences, reasons for absences and any previous schools you have attended
- Assessment and attainment – e.g. any relevant test and exam results
- Behavioural information – e.g. exclusions and any relevant alternative provision put in place

This list is not exhaustive – to access the current list of information the school processes, please see the Trust's Data Asset Register.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To support pupil learning
- To monitor and report on pupil attainment and progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To keep pupils safe
- To meet legal duties placed on us by the government

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of supporting pupil learning, in accordance with the legal basis of legal obligation, paragraph 2 (g) of Article 9 and Section 537A of the Education Act 1996.

How do we collect your information?

We collect your personal information via the following methods:

- Application/admissions processes
- Common Transfer files
- Assessment and attainment processes
- Attendance (routine register twice a day)
- Special Educational Needs and Disabilities (SEND) information
- Parent Communications
- In addition, we also use CCTV cameras in and around our site for security purposes and the protection of staff, pupils and other stakeholders

Whilst most of the information you provide us is mandatory, some of it might be requested on a voluntary basis. 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.

What types of information do we collect?

Personal data that we collect, use, store and share about pupils may include, but is not restricted to:

- Personal information such as name, date of birth, unique pupil number and address
- Characteristics such as their ethnicity, language, nationality, country of birth, free school meal
- Eligibility and Pupil Premium
- Attendance information such as the number of sessions attended, the number of absences and the reasons for those absences.
- Assessment information such as their current pupil progress, predicted progress and where appropriate data relating to any assessments, tests or exams undertaken.
- Relevant medical information including physical and mental health, any conditions or allergies your child may have, the need for epi-pens/medication, emergency contact details and registered GP details.
- Special educational needs information including the needs and ranking, funding received specifically for your child and any statements of individual needs.
- Details of any support received, including care packages, plans and support providers
- Behavioural information, which may include information about your child's general classroom behaviour including any awards gained, together with any detentions fixed-term or permanent exclusions they have received.
- Pastoral and safeguarding information, including notes on any home visits undertaken.
- Safeguarding information (such as court orders and professional involvement)
- Photographs
- CCTV images captured in and around the Academy site • Any other student personal data that we will inform you of from time to time

How do we store your information?

Your personal information is securely held for the set amount of time of in the Trust's Records Management Policy, which can be found on the school website.

For more information about how we securely store your information, please see the Trust's Data Retention Policy.

Who do we share your information with?

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

We routinely share your information with:

- The LA
- The DfE
- Schools that you go to after leaving us

Why do we share your information?

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

Department for Education (DfE)



The DfE collects personal information from us through various collections the school is required to undertake legally. We are required to share information about pupils with the DfE either directly or via our LA for the purpose of those data collections, under:

- **(Academies and free schools only)** Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

How does the government use your data?

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England – it provides evidence on educational performance to inform independent research as well as studies commissioned by the DfE.

Information on the NPD is held in an electronic format and it is securely collected from a range of sources, including schools, LAs and awarding bodies.

You can find out more about the NPD by following this link:

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the DfE

The DfE is legally allowed to share pupils' personal information with certain third parties, including the following:

- Schools
- LAs
- Researchers
- Organisations connected with promoting the education or wellbeing of pupils
- Other government departments and agencies
- Organisations fighting or identifying crime

Organisations fighting or identifying crime, such as the Home Office and the police, may use their legal powers to contact the DfE to request access to individual level information relating to a crime. The DfE typically supplies information on around 600 pupils per year to the Home Office and approximately one per year to the police.

For more information about how the DfE collects and shares pupil information, you can look at the information in the following two links:

- <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>
- <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.



- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information we hold about you.
- 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.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we have about you, please contact the Data Protection Officer (DPO):

Name: Sheryl Cardwell

Email: dpo@shardbusinessservices.co.uk

If you are concerned about the way we are collecting or using your information, please raise your concern with the Trust's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

You have the right to withdraw your consent, where the basis for processing is consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO.

If you wish to lodge a complaint with us, you can contact the DPO. You also have the right to lodge a complaint with the ICO.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the DPO.

If you require further information about how we and/or the DfE store and use your personal data, please visit our schools' websites or download our Data Protection Policy and Records Management Policy.