

## Appendix 1a

### Saint Robert Lawrence Catholic Academy Trust PRIVACY NOTICE – PUPILS

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

- Personal information (such as name, unique pupil number, unique learner number and address, email address)
- Parental Contact details
- Characteristics (such as ethnicity, language, religion, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Educational Needs information
- Information about behaviour incidents, exclusions
- Post 16 destinations
- School history
- Biometric information
- CCTV images

The Trust also uses various third party tools to make sure that pupils' best interests are advanced. This includes financial software to manage budgets, which may include some pupil data. We use systems to take electronic payments for school meals and other payments. We use software to track progress and attainment.

#### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services and benchmark ourselves with other providers
- to comply with the law regarding data sharing
- to fulfil our statutory functions as an Academy Trust and provider of education
- to verify identity for the services we provide, eg the use of biometric data for cashless catering
- we must keep up to date information about parents and carers for emergency contacts
- we also use contact information to keep pupils, parents, carers up to date about school event
- to protect and safeguard pupils
- to protect our property and assets and to detect and prevent crime

#### The lawful basis on which we use this information

The lawful basis for the Trust to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England)

Regulations 2013, Article 6 and Article 9 of the GDPR. The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

All Catholic Schools, Academies and Academy Trusts are governed under Canon Law and the Catholic Education Service has a lawful basis to collect, hold and process data for all Catholic schools, academies and academy trusts.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We will also share information with law enforcement agencies to assist with crime detection or prevention or where we may suspect a wrong doing which may result in criminal proceedings.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses and health professionals may visit the Trust. Counselling services, careers services, occupational therapists are the type of people we will share information with, so long as we have consent or are required by law to do so.

### **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you 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 in line with our Records Retention Schedule which is available on each academy website.

### **Who we share pupil information with**

We routinely share pupil information with:

- schools/colleges/universities and other establishments that the pupils attend after leaving us
- our local authorities
- the Catholic Education Service
- the Nottingham Roman Catholic Diocesan Education Service
- the Department for Education (DfE)
- the academies within the Trust
- medical and health professionals
- multi agency teams and those organisations involved in child protection and safeguarding
- law enforcement agencies

## **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 The Trust's 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.

## **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 pupils 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

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

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**

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 refer to the academy website and complete the form Subject Access Request.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

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. If you are not satisfied that your concern has been resolved then please refer to the Trust's Complaints Procedure which is available on the academy website. Alternatively, you can contact the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer:

The Data Protection Officer for the Academy Trust is:

John Walker: [john@jawalker.co.uk](mailto:john@jawalker.co.uk)