



Privacy Notice for pupils and their families

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

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- 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 and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- photographs and CCTV

Why we collect and use this information

We collect and use pupil and family 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 (food allergies or emergency care)
- to meet the statutory duties placed upon us for DfE data collections

The lawful basis on which we use this information

We collect and use pupil and family information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6 and Article 9 (GDPR) (includes special category data)



The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting pupil and family information

Pupil data is essential for the schools' operational use. 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 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 and family data

We hold pupil data securely for the set amount of time shown in our records management policy. You can request a copy of our records management policy from your school.

Who we share pupil and family information with and why

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

We routinely share pupil and family information with:

- schools that the pupil's attend after leaving us – to ensure your new school has up to date pupil records
- our local authority authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns or exclusions
- youth support services (pupils aged 13+)
- the DfE - to meet our legal obligations and acting in the public interest regarding the education of young people
- our multi-academy trust – to monitor pupil progress
- your family and representatives - to meet our legal obligations, acting in the public interest regarding the education of the pupil and to protect your vital interests should they arise
- educators and examining bodies - to meet our obligations whilst acting in the public interest to ensure your continuing education as well as measuring outcomes
- our regulator - Ofsted, the organisation that supervises us, under whom we have a legal obligation and a public interest to provide a quality education for pupils
- suppliers and service providers – to enable them to provide the service we have engaged them for in line with our contractual obligations
- our auditors - to meet our legal obligations of having an internal and external audit
- health authorities such as the NHS - to protect your vital interests in respect of your physical and mental health
- security organisations - in respect to our legal obligation under initiatives such as PREVENT



- health and social welfare organisations - under the public interest and our obligation to provide pastoral care
- professional advisers and consultants - acting under the public interest in providing educational support and consultancy
- police forces, courts, tribunals - fulfilling our legal obligations to prevent crime and comply with court orders etc
- charities and professional bodies - either through consent or under the public interest in order to provide relevant services such as awards and achievements

Data collection requirements

To find out more about the data collection requirements placed on us by the DfE (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

The information shared is limited to the child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child/pupil once they reach the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with our 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

The 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 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.

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, contact your school.

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. 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 your school or CAT at info@collaborativeacademiestrust.org or our DPO at lgss.gdpr@theictservice.org.uk

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)

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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 DfE 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 DfE.

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>

Sharing by the DfE

The law allows the DfE to share pupils' personal data with certain third parties, 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 DfE'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 DfE 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>

To contact DfE: <https://www.gov.uk/contact-dfe>