

Privacy Notice (How we use pupil/parent/guardian information)

Who processes your information?

Connect Academy Trust is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the Academy outsources data to a third party processor, the same data protection standards that Connect Academy Trust upholds are imposed on the processor.

Stephanie Bulley is the data protection officer. Her role is to oversee and monitor the Trust data protection procedures, and to ensure they are compliant with the GDPR on behalf of Connect Academy Trust. The data protection officer can be contacted on dataprotection@connectacademytrust.co.uk

Data Protection Principles

We will comply with data protection laws. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the purposes we have told you about;
- Kept securely

Why do we collect and use pupil/parent/guardian information?

Connect Academy Trust holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR from 25th May 2018
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

We use the pupil/parent/guardian data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to ensure effective management of school trips and out of school activities

- to monitor Health & Safety incidents and reporting

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Medical information
- Special Education Needs information
- Exclusion information
- Behavioural information

The lawful basis on which we use this information

We collect and use pupil information for the purposes of data collection under the Education Act 1996. Furthermore, we collect and use information:

- To perform the contract we have entered into with pupils/parents relating to the provision of education;
- To deliver education in accordance with public interest;
- Where we need to comply with a legal obligation;
- Where it is necessary for our legitimate interests (or those of a third party) and the pupil's interests and their fundamental rights do not override those interests;
- We may also use pupil information in the following situations, which are likely to be rare:
- Where we need to protect their interests (or someone else's interests);

Collecting pupil/parent/guardian information

Whilst the majority of 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 information to us or if you have a choice in this. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Storing data

- Personal data relating to pupils and their families is stored in line with the academy's GDPR and Retention Policy www.connectacademytrust.co.uk

Who do we share pupil/parent/guardian information with?

We routinely share information with:

- schools that the pupil's attend after leaving us
- our local authority/Catered
- police and social services
- the Department for Education (DfE)
- NHS including school nurse

- MAST
- other schools
- CPOMS
- Arbor
- assessment software

In order for us to provide an effective curriculum/pupil support we also share limited data (e.g. names, registration, DOB, gender and school level email addresses with the following companies:

- Class Dojo
- Discovery Education
- Education City
- EdShed
- Insight
- Jigsaw
- Get Set for Education
- Mathletics
- Maths no problem
- Nessy
- Nubridge Publishing
- Oxford University Press
- Plymouth University (Children's passport)
- Primary Site
- Purple Mash
- Pobble
- QDP
- Research Machines (RM)
- Renaissance Learning
- Seesaw
- Somerset Primary Network Limited
- Sumdog
- SWGFL
- Testbase
- Maths Circle
- Thrive
- White Rose Maths

Consent will be sought before releasing data to any other organisations. Once given this consent can be withdrawn at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Why we share pupil/parent/guardian information

We do not share information about anyone without consent unless the law allows us to do so.

We share pupils'/parents'/guardians' 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/parents with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.

Information is only shared where necessary to ensure effective pupil/family support.

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>.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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-efe>

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 our Data Protection Officer.

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns> or by email: casework@ico.org.uk or by telephone 0303 1231113

Data security

We have put in place measures to protect the security of your information.

Third parties (other organisations) will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a genuine need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Contact:

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer dataprotection@connectacademytrust.co.uk