



# PRIVACY NOTICE FOR PUPILS

Next review date: Summer 2021

## **1. Privacy Notice (How we use pupil information)**

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

- Personal information (such as name, date of birth, unique pupil number, previous settings/schools attended and address)
- 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)
- Medical and dietary information (such as GP address, allergies, medical conditions/disabilities, accident logs and risk assessments)
- Family information (names and contact details of parents/carers, names of siblings and emergency contact details of other family members)
- Assessment information (assessment and progress data across the curriculum, assessment data provided by previous settings)
- Special educational needs information (Education and Health Care Plans (EHCP), statutory assessment records, outcomes of meetings and correspondence with outside agencies)
- Behavioural information (types of behaviour displayed, outcomes of incidents, incident log, risk assessments and number of exclusions)
- Safeguarding information (detail of disclosures, outcomes of meetings, various plans and sensitive information regarding court proceedings, child protection plans, risk assessments, home-time collection arrangements and correspondence with outside agencies.)
- Consent information (use of the internet, school visits, off-site sporting activities, sex and relationships curriculum and use of image)
- Photographs (for use in school literature, on the school website, in press and on social media channels, for annual school photographs and the Schools Information Management System (SIMS))

### **1.2 *Why we collect and use this information***

We use 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
- to comply with the law regarding data sharing
- to keep children safe
- to comply with statutory requests for data with relevant authorities

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

We process this information under article 6 of the GDPR in respect of public tasks and from Article 9 where data processed is special category data outlined in the GDPR published on 25 May 2018.

For further information on how data is used, please visit the following website

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **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.

#### 1.4 ***Storing pupil data***

We hold pupil data for the length of time necessary as detailed in our retention schedule. This is available on your school website or at [www.cheshireacadmiestrust.co.uk/policies](http://www.cheshireacadmiestrust.co.uk/policies)

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

We routinely share pupil information with:

- schools that pupils attend after they leave us
- the Department for Education (DfE)
- the Local Authority in which the academy is based
- NHS and Healthcare Professionals
- Social and welfare organisations

#### 1.6 ***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 school funding and educational attainment policy and monitoring.

We are required to share information with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

#### 1.7 ***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>

#### 1.8 ***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 Department. It is held in an 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 the 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 the 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 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 <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### 1.9 ***Requesting access to your personal data***

Under data protection legislation, parents and pupils have the right to request 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 contact your school Principal using the details below:

Bexton Primary School	<a href="mailto:head@bexton.cheshire.sch.uk">head@bexton.cheshire.sch.uk</a>	01565 632816
Boughton Heath Academy	<a href="mailto:principal@boughtonheath.cheshire.sch.uk">principal@boughtonheath.cheshire.sch.uk</a>	01244 732000
Kelsall Primary School	<a href="mailto:principal@kelsall.cheshire.sch.uk">principal@kelsall.cheshire.sch.uk</a>	01829 751343
Manor Park School and Nursery	<a href="mailto:head@manorpark.cheshire.sch.uk">head@manorpark.cheshire.sch.uk</a>	01625 568837
Mill View Primary School	<a href="mailto:principal@millview.cheshire.sch.uk">principal@millview.cheshire.sch.uk</a>	01244 381443

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 your child's school in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## 2. **Contact**

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

Luci Jones

Director of Operations and Data Protection Officer

Cheshire Academies Trust

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