

## Privacy Notice (How we use student information)

### The categories of student information that we process include:

- Personal identifiers and contacts (such as name, unique student 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)
- Examinations results, 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)
- Details of any support received (such as care packages, financial support, plans and support providers)
- Photographs
- CCTV images captured in school
- Information used to allow access to and record usage of the catering provision in school
- Information relating to trips and activities

We may also hold data about students that we have received from other organisations, including other schools, local authorities and the Department for Education.

### Why we collect and use student information

We collect and use student information, for the following purposes:

- a) To support student learning
- b) To monitor and report on student attainment and progress
- c) To provide appropriate pastoral care
- d) To assess the quality of our services
- e) To keep children safe and protect student welfare (e.g. food allergies, or emergency contact details)
- f) To meet the statutory duties placed upon us for DfE data collections
- g) To administer admissions waiting lists
- h) To carry out research
- i) To comply with the law regarding data sharing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing student information are:

- We need to comply with a legal obligation

- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone-else's interests)

In addition, concerning any special category data, we rely on the following bases for processing student information:

- We have your explicit consent
- When required for reasons of substantial public interest
- When required to ensure health and safety on the academy site

## Collecting student information

We collect student information via a range of sources – including, but not limited to Common Transfer Files from a previous school, registration forms, data collection forms completed by parents / carers and other sources.

Student data is essential for the schools' operational use. Whilst the majority of student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this.

## Storing student data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Records Management Policy, which is available on the Trinity MAT website here:

<https://www.trinitymat.org/wp-content/uploads/2022/02/MAT-Records-Management-Policy-2020.pdf>

or from the DPO in hard copy.

## Who we share student information with

We do not share information about students with any third party without consent unless the law and our policies allow us to do so.

We routinely share student information with:

- Schools that the students attend after leaving us
- Youth support services (students aged 13+)
- Other institutions within our multi-academy trust – in order to be able to support students' education and career pathway
- Our local authority – to meet our legal duties to share certain information with it, such as concerns about students' safety and exclusions
- The Department for Education (a government department) – to meet statutory obligations to provide them with information, especially with regard to data returns such as census.
- The student's family and representatives – in case of emergencies such as a health matter

and as necessary in the performance of our education function

- Educators and examining bodies – as necessary in the performance of our education function
- Our regulator, Ofsted – to enable it to evaluate the education we provide, which is in the public interest
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations – so that they can provide the services we have contracted them for
- Central and local government – to meet statutory obligations and legal duties to provide them with information
- Our auditors – to demonstrate that we have taken appropriate action in providing your child's education
- Health authorities – to comply with our legal and statutory obligations, with investigations and to support legal entitlements
- Security organisations – with regard to legal or safeguarding investigations and to assist in crime prevention, detection and prevention of fraud
- Health and social welfare organisations – to enable us to comply with our duty of care and statutory safeguarding duties for your child's wellbeing
- Professional advisers and consultants – to comply with entitlements and assist with claims
- Police forces, courts, tribunals – in order to uphold law and order
- Professional bodies – to verify information for legal purposes

## Youth support services

### Students aged 13+

Once our students reach the age of 13, we also pass student 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

Parents/carers, or students once aged 16 or over, can contact our Data Protection Officer to request that we only pass the individual's name, address and date of birth to our local authority and/or provider of youth support services.

Data is securely transferred to the youth support service via an appropriate method and is stored by the service and held according to their own retention policies.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under regulation 5 of The Education (Information About Individual Students) (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 students 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 the Data Protection Officer (DPO) – Mr Peter Knight – [dataprotection@trinitymat.org](mailto:dataprotection@trinitymat.org).

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or complaint 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/>.

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Data Protection Officer (DPO) – Mr Peter Knight – [dataprotection@trinitymat.org](mailto:dataprotection@trinitymat.org).

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 22/02/2022.

## Contact

If you would like to discuss anything in this privacy notice, please contact: the Data Protection Officer (DPO) – Mr Peter Knight – [dataprotection@trinitymat.org](mailto:dataprotection@trinitymat.org).

## 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)

## 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)

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 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.

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 Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and 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 Department'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.

For information about which organisations the Department 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>.

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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