

## Privacy Notice (How we use pupil information)

The Stockwood Park Academy uses pupil information so that students attending the academy receive a high quality education and to ensure their safety and wellbeing, while they are attending the academy. We use parental information to ensure that we can keep parents and guardians up to date on their child's progress, events at the academy such as parents evening and to be able to contact them in case of an emergency.

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

- Parental and student contact information such as Name including first name(s), surname, legal and preferred, address(s), email address(s) phone number(s).
- Date of birth, age
- Gender
- Unique pupil Number, Admission number, school history, behaviour, achievement, attendance, SEND, languages such as English as an additional language
- Safeguarding information
- Photo for internal identification purposes only stored on our MIS
- CCTV in relation to our CCTV Policy for the safety and security of staff, students, visitors, contractors and property.

### Special Categories of Personal Data:

- Ethnic Origin
- Religious beliefs
- Medical information such as dietary needs, any medication needed and accident reporting information.
- Biometric data – this is a mathematical formula not an image and used for cashless catering and print services

### Data Collected Under Consent

- Photographic and video data – we collect consent from the parent or guardian for the taking of photos and videos and whether they can be published on the website and other academy publications, social media and local newspapers.
- Biometric data – this is a mathematical formula not an image and used for cashless catering and print services

### Why we collect and use this information

- 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

## The lawful basis on which we use this information

We collect and use pupil information under public task and as a legal obligation. As an academy, we are deemed to be a public body thus it is considered to be in the public interest that children receive an education and are kept safe.

## 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

Under current recommendations from the DfE and the Information Record Management Society, we will hold data on pupils until all the pupils in the academic year group reach the age of 25. If there is a specific concern such as safeguarding or incident reports then the academy will review whether to keep the data. We are developing a retention policy stating which data we hold and how long we will hold it for.

## Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfE)
- Police
- Other schools within The Shared Learning Trust
- Examination Boards
- Parent Online Payment Provider
- Alternative Provision Providers
- Communication Tools
- Online learning tools
- Online Health and Safety Tools
- Online safeguarding tools

## 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 about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We share data with selected 3<sup>rd</sup> party processors to enable online services such as communication tools and online learning tools. We are currently working with all of our suppliers to ensure that they are compliant with data protection law.

## 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.

### Pupils aged 16+

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

- 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.

## 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 contact the data protection lead

Giselle Hobbs

Email: [tspa.privacy@thesharedlearningtrust.org.uk](mailto:tspa.privacy@thesharedlearningtrust.org.uk)

Phone: 01582 722 333

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:

The Stockwood Park Academy Data Protection Lead:

Giselle Hobbs

[Tspa.privacy@thesharedlearningtrust.org.uk](mailto:Tspa.privacy@thesharedlearningtrust.org.uk)

01582 722 333

Or The Shared Learning Trust Data Protection Lead:

Nic Rowley

[privacy@thesharedlearningtrust.org.uk](mailto:privacy@thesharedlearningtrust.org.uk)

01582 811 520

## Changes

The Stockwood Park Academy will update this notice from time to time and it will be reissued when changes are made.