

Privacy Notice

How we use student information

We collect and hold personal information relating to our students and may also receive information about them from their previous school. The school uses and processes student information within the remit of the Regulation (EU) 2016/679 (General Data Protection Regulation), referred to throughout this statement as the GDPR.

The categories of student 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 (such as internal tests, students' progress information and examination results)
- Medical information (such as allergies to food, medication a student may require and medical incidents that have occurred inside or outside of school that may affect learning)
- Special Educational Needs and Disabilities information (such as specific learning difficulties, specific medical needs and previous learning or medical needs)
- Behavioural information (such as rewards, achievements, incident slips and exclusions)
- Information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- Episodes of being looked after (such as important dates, information on placements)
- Outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- Adoptions (such as dates of key court orders and decisions)
- Care leavers (such as their activity and what type of accommodation they have)
- Post 6 learning information

We also process special categories of personal data that may include:

- Physical or mental health requirements
- Racial or ethnic origin
- Criminal convictions data
- Civil and criminal proceedings, outcomes and sentences
- Religious or other beliefs of a similar nature

Why we collect and use this information:

- To support student learning
- To monitor and report on student progress
- To provide appropriate care and guidance
- To assess the quality of our services
- To comply with the law regarding data sharing
- Support these children and monitor their progress
- Provide them with pastoral care
- Assess the quality of our services
- Evaluate and improve our policies on children's social care

The lawful basis on which we use the information

We collect and use pupil information under the lawful basis of legal obligation and public task. Examples of data collection for legal obligation purposes are the Department for Education Censuses required under the Education Act 1996 - this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To assist with the performance of official functions the academy also retains data locally for pupil achievement tracking.

We also collect and use pupil information where it is vital to their interests e.g. medical information and where consent has been obtained, for example for a photograph to be included in publicity material.

In some cases pupil information may be shared with service providers where contracts are put in place to benefit pupils/parents e.g. communication with parent services or payment for school meals services.

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing student data

We hold student data in line with our Data Retention Guidelines, which are available upon request.

Why we share student information

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

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

We routinely share student information with:

- Schools that the pupils attend after leaving us
- Our local authority
- The Department for Education (DfE)
- The Police and Law Enforcement
- The School Nursing Team
- The National Health Service
- Our Careers Advisory Service
- Our Educational Welfare Officer
- Examination boards
- Companies providing services and in-education support programmes

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 students reach the age of 13, we also pass 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/student once he/she reaches age 16.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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. 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 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 Mrs Julie Swatton, Administration Manager or the SNMAT 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, 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/>.

Academy contact

If you would like to discuss anything in this privacy notice, please contact Mrs Julie Swatton, Administration Manager at office@wgacademy.org.uk, or the Data Protection Officer at data.protection@snmat.org.uk.