

Privacy Notice for Pupils and Families

(to be used in conjunction with the
St Ralph Sherwin Multi Academy Trust Data Protection Policy)

Under Data Protection law, individuals have a right to be informed about how the St Ralph Sherwin Multi Academy Trust (or, 'the Trust') or its academies use any personal data that we hold about them.

This privacy notice explains how we collect, process and manage information about the pupils who attend the schools in our Trust.

Why Do We Collect Data?

We collect and use pupil data to:

- Fulfil our statutory obligations to safeguard and protect children and vulnerable people
- Enable targeted, personalised learning for pupils
- Manage behaviour and effective discipline
- Monitor our effectiveness
- Comply with our legal obligations to share data
- Support pupils to fulfil their potential
- Keep pupils, parents and carers informed about school events and school news

Our Legal Obligations

We must ensure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data and, if we share that data with another organisation or individual, we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

The Department for Education (DfE) and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary for that information to be provided.

We also have obligations to collect data about children who are at risk of suffering harm and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

In addition, we share information about pupils who may need or have an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs. Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, e.g., when school nurses visit the school.

Counselling services, careers services and occupational therapists are the types of organisations with which we will share information, so long as we have consent or are required by law to do so.

We must keep up to date details about parents and carers for emergency contact information.

How We Use Pupil Data

Our schools use various third-party tools to make sure that pupils' best interests are advanced, recording details about progress, attainment and pupil development to support future planning and learning.

Our schools use software to track progress and attainment and use data to manage and monitor pastoral needs and attendance/absence so that suitable strategies can be planned if required.

Some schools use systems to take electronic payments for school meals, including financial software to manage school budgets, which may include some pupil data.

Data can be used to monitor school effectiveness, the impact of interventions and learning styles across groups of pupils as well as for individual children.

Schools may use consultants, experts and other advisors to assist in fulfilling its obligations and to help run the school properly. Pupil information may need to be shared with them if this is relevant to their work.

We also use contact information to keep pupils, parents and carers up to date regarding school events.

What Type of Data is Collected?

The DfE and government requires us to collect a good deal of data by law, so that they can monitor and support schools more widely, as well as checking on an individual school's effectiveness.

The categories of pupil information that the school collects, holds and shares include the following:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- relevant medical and social care information
- information relating to SEND and health needs
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such national curriculum assessment results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

CCTV, photos and video recordings of pupils are also personal information.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education (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 DfE. 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, e.g., the school census and early years' census. Some of this information is then stored in the NPD. The law which allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information shared with the DfE, click [here](#).

To find out more about the NPD, click [here](#).

The DfE 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 DfE has robust processes in place to ensure that the confidentiality of our data is maintained and that 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 data requested
- 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 DfE's data sharing process, please visit [their website](#).

For information about which organisations the department has provided pupil information, (and for which project), please visit [this website](#).

To contact the 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 which we hold. To make a request for your personal information, or to be given access to your child's educational record, contact the school in the first instance to make a Subject Access Request.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

Other Information

There is additional information about how we manage, store and protect data in the Data Protection Policy on the website. The policy includes details about how to contact the Information Commissioner or our Data Protection Officer if you have a query or concern about how data is being used or retained.

This Notice

The Trust may update this Privacy Notice from time to time. Any substantial changes which affect your rights will be provided to you directly as far as is reasonably practicable.