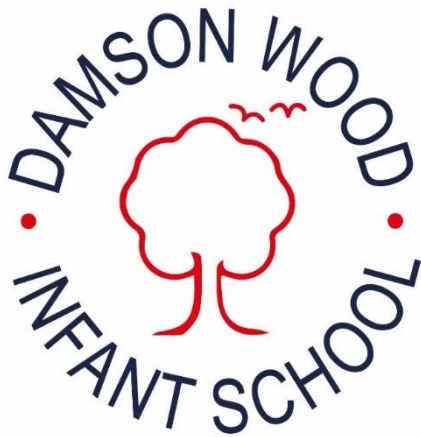


# Central Schools Trust



## INCORPORATING BALSALL COMMON PRIMARY SCHOOL AND DAMSON WOOD NURSERY AND INFANT SCHOOL

### Data Protection: Privacy Notice



*flourishing together*

#### Document Control

| Date of Policy | Policy Version | Approving Body | Approval Date                          | Review Period    |
|----------------|----------------|----------------|--|------------------|
| September 2022 | 1.2            | MAT Board      | 4 October 2022                         | Autumn Term 2023 |
| May 2023       | 1.2            | MAT Board      | 23 May 2023                            | Summer Term 2024 |
| June 2024      | 2.0            | MAT Board      | 2 July 2024                            | Summer Term 2025 |
| September 2025 | 2.1            | MAT Board      | 3 February 2026<br>(awaiting approval) | Autumn Term 2026 |

## Privacy Notice (How we use pupil information)

### Central Schools Trust is the Data Controller for the use of personal data in this privacy notice

#### The categories of pupil information that we process include, but are not limited to:

- personal identifiers and contacts (such as name, unique pupil 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)
- assessment and attainment (such as phonics and Key Stage 2 results)
- behavioural information (such as exclusions and any relevant alternative provision put in place).

#### Why we collect and use pupil information

The personal data collected is essential in order that the schools fulfil their official functions and meet legal requirements.

We collect and use pupil information for the following purposes:

- a. to support pupil learning
- b. to monitor and report on pupil attainment and progress
- c. to provide appropriate pastoral care
- d. to assess the quality of our services
- e. to keep children safe (food allergies, or emergency contact details)
- f. to meet the statutory duties placed upon us by the Department for Education (DfE).

Under the UK General Data Protection Regulation (UK GDPR), UK GDPR - Article 6 the lawful bases we rely on for processing pupil information are:

- for the purposes of **(a), (b), (c) & (d)** in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purposes of **(e)** in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)

- for the purposes of **(f)** in accordance with the legal basis of Legal obligation: data collected for the Department for Education (DfE) census information:
  - Section 537A of the Education Act 1996
  - the Education Act 1996 s29(3)
  - the Education (School Performance Information) (England) Regulations 2007
  - regulations 5 and 8 School Information (England) Regulations 2008
  - the Education (Pupil Registration) (England) (Amendment) Regulations 2013.

In addition, concerning any special category data:

- In the case of ethnicity and fingerprint information: condition a:
  - *the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject.*

### **Collecting pupil information**

We obtain pupil information via registration forms at the start of each academic year. In addition, when a child joins us from another school, we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst most of the pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with UK GDPR we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### **Storing pupil data**

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information regarding our data retention schedule, please contact the school.

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

We routinely share pupil information with:

- school that the pupil attends after leaving us
- our local authority
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- Local Authorities.

### **Why we routinely 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.

## **The Department for Education (DfE)**

We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of data collections, under:

- Section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- the Education (School Performance Information) (England) Regulations 2007
- regulations 5 and 8 School Information (England) Regulations 2008
- the Education (Pupil Registration) (England) (Amendment) Regulations 2013.

All data is transferred securely and held by the Department for Education (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.

## **Local Authorities**

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the Schools Admission Code, including conducting Fair Access Panels.

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

Under UK GDPR, 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 school directly.

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts.

If you have a concern 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.

## **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 school directly.

## Contact

If you would like to discuss anything in this privacy notice, please contact the school directly.

## How Government uses your data

The pupil data that we lawfully share with the Department for Education (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 (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 (DfE) (for example; via the school census) go to data collection and censuses for schools [Data collection and censuses for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/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 (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 for Education (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.

To find out more about the NPD, go to National Pupil Database (NPD): privacy notice. [National Pupil Database \(NPD\): privacy notice - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/national-pupil-database-privacy-notice).

## Sharing

The law allows the Department for Education (DfE) to share pupils' personal data with certain third parties, including:

- schools
- 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 for Education's (DfE) NPD data sharing process, please visit: [How DfE shares personal data - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/how-dfe-shares-personal-data)

Organisations fighting or identifying crime may use their legal powers to contact the Department for Education (DfE) to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department for Education (DfE) 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: DfE external data shares [DfE external data shares - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/dfe-external-data-shares).

### **How to find out what personal information the Department for Education (DfE) hold about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

To contact the Department for Education (DfE): [Contact the Department for Education \(DfE\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/department-for-education)