



Privacy Notice for Parents/Carers, Guardians and Pupils

This privacy notice advises parents, carers, guardians and pupils of the school's data protection responsibilities on the collection and processing of pupil's personal information.

You are being provided with this notice because either you can exercise your child's data protection rights on their behalf or for older children (usually when they reach the age of 13) they may be considered mature enough to exercise their own data protection rights.

This notice provides details about:

- The personal information we collect on pupils
- How we collect that personal information
- What we do with the personal information
- Your rights in relation to any personal information held and processed by the school

The Raleigh Learning Trust is the overall 'Data Controller' of the personal data you provide to us. This means that they decide the purpose for which and the manner in which any personal data relating to pupils and their families is to be processed.

The Data Protection Officer for the Raleigh Trust is Claire Beardsall. Her role is to oversee and monitor the school's Data Protection procedures and to ensure they are compliant with GDPR.

Claire can be contacted by telephone 0115 9003618 or by e-mail at Claire.beardsall@raleighlearningtrust.co.uk

The Data Protection representative for Denewood and Unity Academies is Serena Sisson. Serena can be contacted on 0115 9151271 or by email at admin@dlc.nottingham.sch.uk.

What is personal information and what does processing mean?

Personal information is any information that relates to your child that can be used directly or indirectly to identify them.

This includes information such as their name, date of birth and address as well as information relating to their exam results, medical details and behaviour records. This may also include sensitive personal information such as their religion or ethnic group, photos and video recordings.

Information that we hold in relation to you is known as your "personal data". This is information that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period after your child has left the school. Anything that we do with your personal data is known as "processing".



The lawful basis on which we use this information

Schools are required to hold data about all of their pupils. This is necessary so that we can meet our statutory obligations with the Local Authority, Department for Education and other key stakeholders.

We consider that we are acting in the public interest when providing education. Specifically, we have a public interest in:

- Providing an education
- Fulfilling our safeguarding obligations and investigating complaints that may be directly connected with or may require access to your personal data when investigating complaints by others
- Promoting the interests of the school
- Managing the school efficiently

Sometimes we may also use your personal information where the pupil or the parent/carer have given us permission to use it in a certain way or if we need to protect the pupils' interests (or someone else's interest).

Where we have permission to use the data, the pupil or the parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

What sort of data is collected?

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

- Personal information, e.g. name, gender, date of birth, address
- Characteristics, e.g. ethnicity, language, nationality, country of birth, entitlement to free school meals
- Attendance information, e.g. the number of absences and the reasons for them
- Assessment information, e.g. national curriculum assessments results and on-going teacher assessments
- Relevant medical information
- Special Educational Needs and Disability (SEND) information (where appropriate)
- Behavioural information e.g. exclusions
- Accident/Incident information, e.g. where First Aid has been administered
- Equality information, e.g. incidents of racism, bullying
- Where the pupils go after they leave the school

Why do 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 to data sharing



Who we share pupil information with

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

We share pupils' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our Local Authority
- The Department for Education (DfE)
- School Nurse
- A Third-Party IT services provider, named as SIMS, for the purposes of securely holding and protecting your data.
- Alternative Providers of education, linked through the Local Authority
- School Comms
- GL Assessment

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 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. 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 **Serena Sisson** as detailed on the first page who will send you our Data subject's rights application form.

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:

Claire Beardsall can be contacted by telephone 0115 9003618 or by e-mail at Claire.beardsall@raleighlearningtrust.co.uk