

Privacy Notice for Pupils/Students and Families

The categories of pupil/students information that we collect, hold and share include:

- Personal information (such as name, photo, 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 OPT reports, examination results, Sheffield Stats and OTrack)
- Relevant medical information
- Special Educational Needs and Disability (SEND) information
- Behaviour information (such as exclusions and rewards)
- Safeguarding information (as required)

Why we collect and use this information

We use the pupil/student data:

- to support pupil/student learning
- to monitor and report on pupil/student progress
- to provide appropriate pastoral care
- to safeguard pupils/students
- to assess the quality of our services
- to comply with the law regarding data sharing
- to promote the Academy

The lawful basis on which we use this information

We collect and use information about pupils/students and their families in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation (**GDPR**) and UK law, including those in relation to the following:

Article 6 and Article 9 of the GDPR
Education Act 1996

Regulation 5 of the Education (Information About Individual Pupils) (England) Regulations 2013

Collecting pupil/student information

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

Storing pupil/student data

We hold pupil/student data in accordance with our Data Protection Policy.

Who we routinely share pupil/student information with:

- Schools that a pupil/student attends after leaving us
- Colleges
- Local authorities
- Department for Education (DfE)
- Leodis Academies Trust (including agencies via Leodis Support Service)
- NHS



Why we share pupil/student information

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

We share pupil/student 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/students with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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/students aged 13+

Once our pupils/students reach the age of 13, we also pass pupil/student 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 son/daughter'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 pupil/student once he/she reaches the age 16.

Pupils/students aged 16+

We will also share certain information about pupils/students 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/Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils/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/students 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 pupils/students 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 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/student 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/student 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/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 son/daughter's educational record, contact dpo@leodisacademiestrust.co.uk

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: dpo@leodisacademiestrust.co.uk

