

# Privacy Notice

## (How we use pupil information)

All Saints Academy processes personal data. This document outlines the purpose for which we process data, on what legal basis, and other areas relating to data processing such as the type of data we hold. It also covers the rights of individuals. From the 25<sup>th</sup> May 2018 data will be processed under the European General Data Protection Regulation.

### For what purpose do we collect Personal Data?

- 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 data sharing

### On what basis do we collect and handle personal data?

We collect and use pupil information under Article 6 and Article 9 of the European General Data Protection Regulation from 25<sup>th</sup> May 2018. Under Article 6(1)(e) our lawful basis for processing data is that it is a Public task and the processing is necessary for us to perform a task in the public interest. Under Article 9(2)(g) our lawful basis for processing sensitive data is that processing is necessary for reasons of substantial public interest. We also collect and use data under section 537A of the Education Act 1996 and section 83 of the Children's Act 1989.

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

- Personal information (such as name, unique pupil number, address and photograph)
- Characteristics (such as ethnicity (Special Category Data), 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 assessment, national curriculum assessments and external exam results)
- Medical information (Special Category Data) (such as emergency consent, doctor's details, medical conditions, copies of medical documents)
- Special Needs Information (such as category/specifics of need, dates/details/notes/minutes from meetings)
- Behaviour and exclusions information (such as dates and reasons for exclusions, details of Behaviour and House points issued within the Academy, details of time spent in Isolation)
- Post 16 Learning information
- Contact Details (such as addresses, telephone numbers, email addresses of parents/carers or other nominated persons)
- Exam information (such as details of exam entries and results, exam/Unique Learner Number)

### Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this. This includes the use of photographs for publicity.

### Storing pupil data

We hold pupil data until the end of the academic year in which the pupil would have turned 29 years of age. Exceptions to this timescale can be found under the Retention Section in our Data Protection Policy.

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

### **We routinely share pupil information with:**

- Educational establishments that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- Suppliers and service providers (including online system suppliers) – so that they can provide the services we have contracted them for, including suppliers of education applications.

### **Other categories of recipients of pupil information include.**

- Health professionals
- Communication providers
- Providers who support the learning, monitoring and reporting of pupil progress
- The multi-agency panel
- Providers who support the provision of pastoral care

### **As well as processing personal data that we collect from you, we also obtain information from other external sources including.**

- Previous schools/educational establishments
- Health Professionals
- Local Authority
- Other educational providers

## **Aged 14+ qualifications**

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us a pupil's unique learner number (ULN) and may also give us details about the pupil's learning or qualifications

## **The Department for Education's Data and Local Authority**

We share pupils' 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 with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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>.

For more information about the department's data sharing process including the National Pupil Database, 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>

## **Our Pupils Aged 13+**

Once our pupils reach the age of 13, we also pass pupil information to our local authority 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 / carer 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.

### **Our 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.

### **Sharing 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.

### **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 the Data Controller's Representative named below.

You also have the right:

- to be informed of how we use personal data. This is done through this privacy notice.
- to have personal data rectified if it is inaccurate or incomplete.
- of erasure. This is also known as the right to be forgotten.
- of data portability.
- to object to processing.
- in relation to automated decision making.

The Information Commissioner's Office provide detailed guidelines on the individual rights. This can be found on the link below. <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

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 at <https://ico.org.uk/concerns/>

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

The Data Controller - All Saints Academy, Houghton Road, Dunstable LU5 5AB

The Data Controller's Representative – Simon Miller at [dcr@asadunstable.org](mailto:dcr@asadunstable.org)

The Data Protection Officer - Chris Beeden at [dpo@asadunstable.org](mailto:dpo@asadunstable.org)