

Privacy Notice (How we use pupil information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils**.

We, TEAM Multi-Academy Trust, Abbey Road, Barnstaple EX31 1JU, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Briony Parsons (see 'Contact us' below).

The Personal Data we hold

The categories of pupil information that we process include:

- 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 key stage 2, key stage 1 and phonics results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- Photographs
- CCTV images

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we collect and use pupil information

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil 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 for DfE data collections

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

- for the purposes of **supporting pupil learning** in accordance with the legal basis of **public task**.
- for the purposes of **monitoring and reporting on pupil attainment progress** in accordance with the legal basis of **public task**.
- for the purposes of **providing pastoral care** in accordance with the legal basis of **public task**.
- for the purposes of **assessing the quality of our services** in accordance with the legal basis of **public task**.
- for the purposes of **keeping children safe** in accordance with the legal basis of **public task**.
- for the purposes of **providing the DfE with data** in accordance with the legal basis of **legal obligation**.

How we collect pupil information

We collect pupil information via registration forms at the start of the school year, Data Collection sheets, Common Transfer File (CTF) received from the local Authority and secure file transfer from a previous school.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, 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.

How we store pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please request a copy of the Trust's Data Protection policy from the School Office or view on the Trust website: <http://www.teamacademytrust.com>

Data Sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- schools that the pupils attend after leaving us
- our local authority - to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions

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- the Department for Education (DfE)
- Educators and examining bodies including Testbase (Doublestruck Ltd)
- Our regulator - Ofsted
- Central and local government
- Health and social welfare organisations including NHS, School Nurse, CAMHS.
- Professional advisers and consultants
- Police forces, courts, tribunals
- Suppliers and service providers – so that they can provide the services we have contracted them for these include:
 - Chartwells Ltd – school meal provider
 - Cool Milk at School Ltd – early years milk provider
 - CPOMS Systems Ltd – Safeguarding & Child Protection software
 - Evolve – education visits assessment
 - Mathletics (3P Learning Pty Ltd) – curriculum learning programme
 - Parentmail (123 Comms Ltd) – communication to parent system
 - Parentpay Ltd – online payment for parents
 - Renaissance Learning UK Ltd – accelerated reader curriculum learning programme
 - Spellodrome (3P Learning Pty Ltd) – curriculum learning programme
 - Target Tracker (EES for Schools Essex County Council) – pupil assessment platform
 - Teachers2Parents Ltd – communication to parent system
 - Whiz Kids – Reading and writing support program

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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 those data collections, under:

School census: regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by 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.

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 Briony Parsons, Trust Data

TEAM Multi-Academy Trust
Protection Officer email: bparsons@witheridge.devon.sch.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
- a right to seek redress, either through the ICO, or through the courts

Complaints

We take any complaints about how we collect and use personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you would like to discuss anything in this privacy notice, please contact: Briony Parsons, Trust Data Protection Officer email: bparsons@witheridge.devon.sch.uk

How Government uses your data

The pupil data that we lawfully share with the 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 and school accountability and intervention (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 (for example; via the school census) go to <https://www.gov.uk/education/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 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.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department 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's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department 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:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>