



Privacy Notice  
(How we use pupil information)

**Monitoring and Review**

**Approved by:**

Andrew Wild

**Date:** 27 February 2018

A handwritten signature in black ink, appearing to read 'A. Wild', with a horizontal line underneath the name.

**Last reviewed on:**

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by:**

27 February 2018

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

- Personal information (such as name, 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 (for both internal and external tests and exams)
- Medical information
- Special Educational Needs information
- Behavioural information (including rewards, behaviour incidents, and exclusions)
- Post-16 Learning Programmes
- Photographs
- CCTV images
- Biometric information

## **2. Why we collect and use this information**

We process pupil information in order to “exercise the official authority vested in us” to deliver education to your child. 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 GDPR we will inform you when your consent is required, for example in respect of racial or ethnic origin, religion, or where we intend to use photographs or biometric finger prints.

We use the pupil 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

## **3. The lawful basis on which we use this information**

### **WHY DO WE COLLECT AND USE PUPIL INFORMATION?**

We collect and use pupil information under the principle of the General Data Protection Regulations (GDPR) which states that data is used for “specified, explicit and legitimate purposes”. We use pupil data to:

- support pupil learning;
- monitor and report on pupil progress;
- provide appropriate pastoral care;
- assess the quality of our services; and
- comply with the law regarding data sharing.

## **4. Our legal grounds for using your information**

This section contains information about the legal basis that we are relying on when handling your information.

The Great Western Academy holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous academy, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK Law, including those in relation to the following:

Article 6 and Article 9 of the GDPR Education Act 1996

Other lawful bases for processing data:

Personal data can be processed without consent if the data is necessary for a “**A public task**” which is the basis for much of the data Great Western Academy processes under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **5. 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.

## **6. Storing pupil data**

We hold pupil data from the date of application to the Academy or the time we are informed that a pupil will be joining the Academy (whichever is sooner) until seven full years from the date the student leaves the Academy.

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

We routinely share pupil information with:

- Schools that the pupil attend after leaving us
- Swindon local authority (LA) (i.e. admissions, exclusions)
- Department for Education (DfE)
- Ofsted
- NHS (vaccinations/school nursing service)
- Management Information Systems (MIS) Providers
- Social Services
- Educational Psychology Services
- Children & Adolescent Mental Health Services (CAMHS)
- Library records system
- School Catering Provider
- Examination boards
- Connexions
- Work experience providers
- Offsite learning providers
- Residential trip organisers (and insurers)
- School photographers
- Accelerated reading Scheme Provider
- Education & Skills Funding Agency
- Sixth form colleges & other post-16 providers
- Standards Testing Agency
- Peripatetic agencies (Swindon Music Services)

## **8. Why we 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.

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 the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **9. 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>.



## **10. Youth support services**

### **10.1. 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:

### **10.2. 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.

## **11. 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.

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>

## **12. 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 main Academy office in the first instance.

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/>

## **13. Contact**

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

Graham Davis, Principal, Great Western Academy

## **14. Other Disclosures**

We will advise you at the time, should we wish to disclose your child's data to any other appropriate third party (i.e. new contractors/partners), and this Privacy Notice will be updated.