



## **BROOKE HILL ACADEMY TRUST**

### **Privacy Notice (How we use pupil information)**

**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)

**We also collect information that might include (for example); assessment information, relevant medical information, special educational needs information, exclusions / behavioural information.**

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

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

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

We collect and use pupil information under **Article 6 -Lawfulness of processing we collect and use pupil information for compliance with our legal obligations and processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in us as the controller.**

**Article 9 -where data processed is special category data from the GDPR-from 25 May 2018) we process personal data revealing racial or ethnic origin,**

**We collect data for DfES Departmental Censuses under the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.**

## **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.

## **Storing pupil data**

Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

This is the fifth data protection principle.

In practice, it means that we will need to:

- review the length of time we keep personal data;
- consider the purpose or purposes why we hold the information for in deciding whether (and for how long) to retain it;
- securely delete information that is no longer needed for this purpose or these purposes; and
- Update, archive or securely delete information if it goes out of date.

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

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority
- the Department for Education (DfES)

**Multi Academy Trusts (MATs), school nurse, NHS.**

## **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 (DfES) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

**Brooke Hill Academy Trust** are required to share information about our pupils with the (DfES) 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) goes to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Website.

## **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 DfES 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 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 DfES 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 DfES: <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 **the School Office in writing addressing your request to the Brooke Hill Academy Trust Data Protection Officer (DPO)**.

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:

**The Brooke Hill Academy Trust Business Manager or the Trust Data Protection Officer (DPO) at Brooke Hill Academy , South Witham Academy or Edith Weston Academy.**