



## **PRIVACY NOTICE**

### **FOR PUPILS**

## Guidance to the privacy Notice for Pupils

The privacy notice for pupils is based on a precedent document produced by the DfE but aims to be more helpful to the school / Academy Trust than the DfE precedent. We have also made more effort to make the notice easier to understand. As a document directed at a child it should be possible for a child with capacity (generally age 12 or above) to understand it but this is difficult to achieve given the GDPR requirements for a privacy notice. The privacy notice envisages that you will make it clear on data collection forms whether the information is actually required and on what basis and what the consequences of not providing the information are. Cross refer to the GDPR guidance issued with the Audit exercise and to the Records Retention Policy to help you.

## General Guidance

### Information you have collected from the Individual

At the point at which you collect the information, you are required to provide the following information:

- The identity and contact details of the Data Controller (the academy trust);
- Contact details for the Data Protection Officer;
- The purposes for which you have collected the information – if possible by isolating each use, and the data to which it relates, but in event so that it is clear to the individual why are you collecting their data;
- The legal basis for each use of the information (i.e. consent, public interest.). **Take advice on the legal basis if in any doubt;**
- Any recipients of the information or the categories of recipients;
- If information will be transferred to a country outside of the EEA where there is no EU Adequacy<sup>1</sup> decision, then you need to set out what safeguards are in place, and how the individual can obtain a copy of those safeguards, or details of where they can be accessed;
- The period for which the information will be stored, or if not known, the criteria used to determine how long information is stored;
- The existence of the rights for access to information, rectification, erasure, to restrict or object to processing, and data portability;
- If you are relying on consent for processing, the existence of the right to withdraw that consent at any time, including a statement making it clear that withdrawal does not render any processing carried out before the withdrawal unlawful;

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<sup>1</sup> A decision of the EU that a country's data protection laws offer equivalent protections to UK law.

- The right to complain to the Information Commissioner’s Office (the “ICO”);
- If provision of the information is a statutory requirement, this must be stated, and it must be clear whether or not the individual is obliged to provide this information, and the consequences of not doing so. (This may be better indicated in the form requesting the information, rather than listing in this notice);
- If automated decision making is being used, what the logic is, and the significance and consequences for the individual.

The only exception to the provision of this information is where the individual already has it.

Where, at a later date, you intend to further process information for a purpose not provided to the individual, you have to provide all relevant information from the list above. In practice, this means you must provide everything relating to why the proposed new processing is lawful, but you do not have to provide information again if it has not changed as the individual will already have this.

### **Information you hold which is not provided to you by the Individual**

If information has been provided to you by a third party, you are still required to give the individual the information set out above. The information has to be provided within a reasonable period from the date on which it is given to you, and in any event within one month of that date. If the individual is to be contacted, then you should provide this information at the time of the first contact, or if disclosure to another recipient is the purpose, the information must be provided at least when the information is disclosed, but in any event, the earlier the better. As above, you need to consider carefully how you will prove that the individual has received this information.

The requirements are the same as for the information that you collect yourself, with the addition of details of the categories of information obtained and of where the information was obtained, and whether this is a publicly available source.

There are exemptions to the requirement to provide information where the individual already has the information and also where the provision of the information would prove impossible or would involve a disproportionate effort – particularly in cases where the information is being used for purposes that are in the public interest (e.g. medical), for scientific or historical research purposes or statistical purposes. There is also an exemption if the receipt of this information relates to a legal obligation which provides adequate measures to protect the individual’s interests, or where there is a legal requirement for confidentiality or secrecy. You will need to be prepared to defend this if questioned, so you must understand which exemption applies.

**In practice, if there is a situation where you think that you may not be able to meet the usual requirements of a privacy notice then you should take legal advice.**

## **Privacy Notice for pupils (*issued to parents and carers due to the pupils age*)**

**This letter is about how we use information about your child and what we do with it. We call this information about your child's 'personal data' or 'personal information.'**

### **Who we are**

You already know that your child's school is called Isham CE Primary School and that it is part of the Academy Trust called Peterborough Diocese Education Trust but we have to tell you that the Academy Trust is the organisation which is in charge of your child's personal information. This means the Academy Trust is called the Data Controller.

The postal address of the Academy Trust is Unit 2 Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD.

If you want to contact us about your personal information you can contact our Data Protection Officer who is Angela Corbyn. You can speak to her on the telephone 07523 512957 or you can leave a letter at our offices at the address above or send one by post. You can also email her using the email address [dpo.pdet@peterborough-diocese.org.uk](mailto:dpo.pdet@peterborough-diocese.org.uk)

### **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 (*give appropriate examples*)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- information about free school meal and pupil premium eligibility
- information for catering management purposes (e.g. whether your child has school dinners and how often)
- *[Add any others relevant e.g. any other form of identity management or authentication, anything related to school trips]*

We will also use photographs of your child. More details about this are in our photograph policy.

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

We, Peterborough Diocese Education Trust collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and / or the Department for Education (DfE). We use this personal data to:

- support your child's learning (this includes photographs, the use of online teaching resources such as Spelling Shed and Times Tables Rockstars)
- monitor and report on their progress
- provide appropriate care for your child;
- assess the quality of our services
- keep children safe (medical needs, food allergies, or emergency contact details)
- comply with the statutory duties placed on us by DfE data collections

The use of your child's information for these purposes is lawful for the following reasons:

- The Academy Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
- It is necessary for us to hold and use your child's information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have a real and proper reason to use your child's information.
- We will not usually need your consent to use your child's information. However, if at any time it appears to us that we would like to use your child's personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be where we are involved in activities which are not really part of our job as an Academy Trust / School but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time.

### **How we collect pupil information**

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, whether there is a legal requirement on the

Academy Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We will also obtain information from your child's previous school, usually via secure file transfer from your child's previous school.

### **When we give your child's information to others**

We will not give information about your child to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your child that we hold, please contact:

The Head Teacher - Kirstin Howarth.

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

### **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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to [National pupil database: user guide and supporting information - GOV.UK](#).

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>

We will also take family circumstances into account, in particular where a Court has decided what information a parent/carer is allowed to have.

We will also disclose your child's personal data to:

- Your child's new school if they move schools
- Disclosures connected with SEN support – e.g. non-LA professionals (Education Psychologists, Specialist Teachers / Teams, Play Therapists, Speech & Language Therapists, VI / HI teams, doctors, consultants and medical professionals)
- School nurse
- School Counsellor
- CAMHS (Child and Adolescent Mental Health Service)

The information disclosed to these people / services will include sensitive personal information about your child. Usually this means information about your child's health and

any special educational needs or disabilities which they have. We do this because these people need the information so that they can support your child.

The school may send correspondence through our secure communication platform (Teachers2parents) on behalf of third parties such as our PTA and St Peter's Church regarding specific events linked to Isham CE Primary School.

Our disclosure of your child's personal data is lawful for the following reasons:

- The Academy Trust is under a legal obligation to disclose the information or disclosing the information is necessary for us to meet legal requirements imposed upon us such as our duty to look after our pupils and protect them from harm.
- It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
- There is a substantial public interest in disclosing their information because it is necessary to keep our pupils safe from harm.
- We may not need consent to disclose your child's information. However, if at any time it appears to us that we would need consent then we will ask before a disclosure is made.

It is in your child's interest for their personal information to be passed to these people or services.

We do not normally transfer your child's information to a different country which is outside the European Economic Area. This would only happen if one of you lives abroad or if your child moves to a new school abroad. If this happens we will be very careful to make sure that it is safe to transfer your child's information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you about it and make sure that you are happy for us to send your child's information. As this is not something we normally do and we don't know which country we might need to send your child's information to, we cannot tell you more about it now, but if we want to transfer your child's data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

### **How long we keep your child's information**

We only keep your child's information for as long as we need to or for as long as the law requires us to. Most of the information we have about your child will be in our pupil file. We usually keep these until your child's 25<sup>th</sup> birthday unless they move to another school in which case we send your child's file to their new school. We have a policy which explains how long we keep information. It is called a Records Retention Policy and you can find it here [www.pdet.org.uk/policies](http://www.pdet.org.uk/policies) or ask for a copy at your child's school's office.

### **You have these rights:**



- You can ask us for a copy of the information we have about your child
- You can ask us to correct any information we have about your child if you think it is wrong
- You can ask us to erase information about your child (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your child's information
- You can object to what we are doing with your child's information
- You can ask us to transfer your child's information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy or you can ask PDET's Chief Executive Officer on 01604 887056.

The policy can be found on our website - [www.pdet.org.uk/policies](http://www.pdet.org.uk/policies) or you can ask for a copy at your child's school's office.

You can complain about what we do with your child's personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.