

## Privacy Notice – Pupils (Primary)

### Summary

This document tells you more about the information we collect, what we use the information for, how your information is stored and how long we keep it and what rights you have to the information.



If you are unsure about the validity of the content of this policy please refer to the Policy Owner.

**Please Note: This policy is applicable to All settings within the Trust.**

Policy owner	<b>Audit Committee</b>
Policy holder	<b>Paul Shanks, Chief Executive Officer</b>
Author	<b>Rebecca Schrooder, Trust Operations Manager</b>
Policy Inventory ID Number	<b>DP14</b>
Group Policy Area	<b>IT Security and GDPR Policies</b>

### Approved by

Consultation Group	<b>Audit, ELT</b>
Approval Committee	<b>Audit Committee</b>
Implementation date	<b>July 2022</b>
Review Date	<b>July 2025</b>

### Version Control

Control No	Change summary	Consultation Group	Effective date
01	Added a new section on filtering and monitoring, in line with changes to Keeping Children Safe in Education 2023.	Audit	June 2024
02	Addition of information on Special category data that we collect and use, why we collect and use and who we share with.	Audit	June 2024
03	Addition of section on how we collect personal data.	Audit	June 2024

## **Privacy Notice – How we use pupil information**

Eastern Multi-Academy Trust (the Trust) is the named data controller for the Academies that belong to it. References to the Academy include the Academies that belong to it.

To run the Academies and help learning and achievement, the school collects and uses information about pupils. In this document the school is referred to as 'We' or 'Ours'. Pupils are referred to as 'You' or 'Your'

Much of the information we collect is classed as 'personal data' and our use of it is covered by a set of rules called the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

### **What Information do we collect and use about pupils?**

We collect many different categories of information, for example:

- Personal details
- Contact details
- Family details
- Admission records
- Attendance records
- Absence details
- Behaviour records
- Behaviour management records
- Academic progress
- Examinations details
- Trips and visits
- Extra-curricular activities
- Photographs of you
- Images from CCTV, if used at the Academy
- Files, messages, documents and artwork you have produced
- Records of discussions with members of staff
- Records of your use of School IT systems

In some cases, we will also have:

- Information about consultation with other professionals
- Information about supporting for your learning
- Records of any School equipment loaned to you

Some of the personal data we keep is given greater protection and is known as special category personal data.

Special category data that we collect and use about you includes

- Information about health conditions
- Information about sickness related absences
- Information about your ethnic origin
- Biometric data used to identify you, if biometric systems are used in your Academy
- Eligibility for free school meals
- Safeguarding information

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

We use the information

- To support the admissions process
- To support your learning
- To keep children safe (food allergies, or emergency contact details)
- To monitor and report on your academic progress
- To enable you to take part in exams
- To provide appropriate pastoral care
- To help us manage any health conditions that may affect your learning
- To comply with our legal obligations to share information
- To check the quality of our services
- To make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

### **Use of your personal data for filtering and monitoring purposes**

While you're in any of our trust's schools, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

### **The legal basis for using this information**

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you or your parent or legal guardian [Article 6(1)(a)]  
For example: The use of your photographs on our website

- To meet a legal requirement [Article 6(1)(c)]  
For example: Providing information for the Education Department Census
- To protect the vital interests of you or someone else [Article 6(1)(d)]  
For example: Giving your family details to emergency services
- Delivering a public task [Article 6(1)(e)]  
For example: Recording your attendance at the Academy each day

Where we use special category data, our use is legal due to one of the following reasons:

- Explicit informed consent given by you or your parent or legal guardian [Article 9(2)(a)]  
For example: Using your fingerprints to identify you to our IT systems
- We are legally obliged to collect and use it [Article 9(2)(b)]  
For example: Information about your ethnic origin or any disability
- To protect the vital interest of you or someone else [Article 9(2)(c)]  
For example: Giving detail of health conditions to the emergency services
- Because it is part of delivering a public service [Article 9(2)(g)]  
For example: Holding data on any medical condition so that we can help you manage it

### **Collecting this information**

We collect pupil information via:

- Data provided by the local authority
- Data collection through the pupil registration documents
- Through the Common Transfer File (CTF) from previous school

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **Storing your personal data**

Most of the personal data that we collect, and use is added to your Educational Record. This record is kept while you attend the Academy. If you leave the Academy, then the record will be:

Transferred to the next School you attend or transferred to the local authority in which your current Academy resides.

We will maintain information about your admission to the academy and we may maintain record if you have been placed on the SEND register.

Some personal data is kept for different lengths of time. For example;

- Records of your admission to the school are kept permanently. We do this as pupils often ask us to confirm the dates they attended the Academy.

- Detailed information about your daily attendance is kept for three years
- Information about free School meals is kept for the current year and 6 years afterwards

If you'd like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

## **Sharing your personal data**

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so, or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- The local authority in which the academy resides to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions.
- The Department for Education
- The National Pupil Database
- Examining bodies
- Healthcare, social and welfare organisations such as CAHMS, Speech and Language, School Nurse and other NHS services - to meet our legal obligations to share certain information, including safeguarding or as vital interest.
- Our regulator Ofsted: to meet our statutory obligations to report information such as census data and assessment data.
- Financial organisations e.g., the Educational Skills and Funding Agency – to enable us to meet our statutory requirements for finance and audit, for reporting purposes.
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers
- Press and the media

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

## **Your rights to your personal data**

You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

### **The right to be informed:**

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

### **The right of access to your personal data**

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold can not be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer whose details can be found at the end of this Privacy Notice.

### **Other rights**

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Officer.

### **Parents or Guardian's rights to access your personal data**

If you ask for access to your personal data, we will usually ask your parents or guardian to confirm that we can release it to you. Your parents or guardian can also ask to see the personal data we hold about you directly.

### **Who to contact:**

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller.

We recommend that you contact the data protection administrator:

Name of Person: Rebecca Schrooder

email address: Rebecca.schrooder@eastern-mat.co.uk

Contact number: +441553611810

Contact address: Eastern Multi-Academy Trust, Queen Mary Road, King's Lynn, Norfolk, PE30 4QG

Trusts are also required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: GDPR Sentry Limited  
email address: support@gdprsentry.com  
Contact number: 0113 804 2035  
Contact address: Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG

If you have any questions about this privacy notice please contact the data protection administrator or the Data Protection Officer.

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/> or call 0303 123 1113.