

VIKING ACADEMY TRUST

PRIVACY NOTICE

How we use pupil information

Why do we collect and use pupil information

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also comply with Article 6(1)(e) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to keep pupils safe (food allergies, emergency contact details)
- to protect pupil welfare
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the statutory duties regarding data sharing

Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, date of birth, identification documents and contact details)
- Parent, sibling and other family details
- Children who are adopted from care, looked after children, under special guardianship
- Characteristics (such as ethnicity, language, nationality, country of birth, special education needs, free school meal and Pupil Premium eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Pupil and curriculum records (such as Unique Pupil Number)
- Internal and external assessments
- Special educational needs information and support provided
- Medical information (such as doctors information, allergies, medical or dietary requirements)
- Photographs & CCTV
- Parent and other emergency contact details
- Safeguarding Information (such as professional involvement)
- Permissions to go on school trips
- Behavioural information

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

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 information

We keep information on password protected computer systems and, where necessary, in files stored in a secure location.

We hold your education records securely until you change school. Your records will then be transferred to your new school, where they will be retained until you reach the age of 25, after which they are safely destroyed.

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so.

Who do we share pupil information with?

We routinely share pupil information with:

- the pupil's family and representatives (eg attendance)
- schools or colleges that the pupils attend after leaving us
- our local authority (eg admissions) and their commissioned providers of local authority services
- the Department for Education (DfE) (e.g. attainment)
- Our regulators Ofsted, DfE and the ESFA (e.g. pupil data)
- Suppliers and service providers so that they can provide the services we have contracted them for (e.g. sports coaches, catering).
- Health and social welfare organisations (e.g. social services)
- Police forces, courts, tribunals (in relation to safeguarding)
- Trust staff in support of pupil learning
- Management Information Systems eg Bromcom, Teachers 2 Parents (texting service & School Money)
- Web based educational sites eg My Maths, Manga High, Primary Blogger, E4Education
- Professional advisers, bodies and consultants (e.g. Educational psychologist)
- Official School Photographer
- Junior Librarian

We may also share limited pupil data with local schools to enable the moderation of pupil assessment outcomes and to support collaborative working through joint analysis.

This list is not exhaustive. For further information, please contact our DPO via:

DATA PROTECTION OFFICER
VIKING ACADEMY TRUST
C/O CHILTON PRIMARY SCHOOL

Email: dpo@vikingacademytrust.com

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.

In order to meet statutory requirements around appropriate education provision, and to fulfil safeguarding requirements, we share information about school history, and the latest known pupil and parent address and contact details in the event of a Child Missing Education, or becoming Electively Home Educated. This information also supports the in-year admissions process.

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.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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.

We must provide both your and your parent's/s' name(s) and address, and any further information relevant to the support services' role; this will include telephone contact details.

This enables the local authority to provide services as follows:

- youth support services
- careers advice and guidance

A parent / guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

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 <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>

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:

CHIEF OPERATIONS OFFICER
 VIKING ACADEMY TRUST
 C/O UPTON JUNIOR SCHOOL
 Email: coo@vikingacademytrust.com

Or
 DATA PROTECTION OFFICER
 VIKING ACADEMY TRUST
 C/O CHILTON PRIMARY SCHOOL
 Email: dpo@vikingacademytrust.com

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, you should

raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact:

*Information Resilience & Transparency Team
Kent County Council
Room 2.71
Sessions House
Maidstone, Kent
ME14 1XQ
Email: dataprotection@kent.gov.uk*

You can also visit the KCC website if you need more information about how KCC use and store your information. Please go to: <http://www.kent.gov.uk/about-the-council/contact-us/access-to-information/your-personal-information>

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

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

CHIEF OPERATIONS OFFICER VIKING ACADEMY TRUST C/O UPTON JUNIOR SCHOOL Email: coo@vikingacademytrust.com	DATA PROTECTION OFFICER VIKING ACADEMY TRUST C/O CHILTON PRIMARY SCHOOL Email: dpo@vikingacademytrust.com
--	--