

# The Spire Church of England Learning Trust

## Privacy Notice for Academies How we use Pupil and Parent Information

This document is reviewed and updated by Paula Adams, the Trust Governance and Compliance Officer with the Trust DPO, SchoolPro TLC Limited. It is approved on a triennial basis by the Trust Board and implemented by all schools within the Trust.

**This document will be subject to ongoing review. It may be amended prior to the scheduled date of the next review in order to reflect changes in legislation where appropriate.**

Reviewed: April 2024

Ratified: May 2024

Next Review Date: April 2027

In collaboration with



This Privacy Notice explains how and why we store personal information about pupils and parents/carers. It provides a guide to parents/carers about our legal obligations and their own rights. Like any organisation which handles personal data, our school is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act and UK General Data Protection Regulation. For the full Privacy Notice, please contact the school/trust directly.

### The Categories of Pupil Information that we process include:

<b>For all Pupils</b>	
Personal Information	Name, date of birth, gender, year group, class, address, contacts, dietary needs, dietary preferences, medical practice address and telephone number, medical conditions
Characteristics	Ethnicity, Language, nationality, country of birth
Attendance Information	Sessions attended, number of absences, reasons for absence
Academic attainment and progress records	Teacher assessment grades, statutory assessment results, standardised score results, learning journey evidence (photographs and annotations), other photographic evidence of learning, reports to parents (mid year and end of year)
Other	Pupil surveys, incidental evidence of pupils' successes (certificates, photographs, named trophies, celebration events)
<b>For <u>some pupils</u> (only if applicable)</b>	
Other	Free school means eligibility, court orders, other pupil premium eligibility (such as if the child is looked after), safeguarding records (incidents, external agency reports), special educational needs records (professional assessments, external professionals' reports, referrals for external support), pastoral records (referrals for support both internal and external, notes of discussions with pupils, pupils' jottings of thoughts and feelings), exclusion information, behaviour incident records.
<b>All Parents/Carers</b>	
Personal Information	Names, addresses, telephone numbers, email addresses, relationship to the child (of parents/carers and other given contacts), free school meals eligibility evidence.
Other	Parents' survey, letters sent to school, emails sent to school, financial payments, including debt (both manual and electronic)

This list is not exhaustive, to access the current list of categories of information we process please contact the school/trust.

### Why We Collect and Use Pupil Information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information for many purposes, including the following:

- To support pupil learning
- To keep informed to keep children safe

- To monitor and report on pupil progress
- Safeguarding pupils' welfare and providing appropriate pastoral (and where necessary medical) care
- Informing decisions such as the funding of schools
- Assessing performance and to set targets for schools
- Enabling pupils to take part in assessments, to publish the results of examinations and to record pupil achievements
- Legal and regulatory purposes (for example child protection, diversity monitoring and health and safety) and to comply with legal obligations and duties of care
- Enabling relevant authorities to monitor the school's performance and to intervene or assist with incidents as appropriate
- Monitoring use of the school's IT and communications systems in accordance with the school's IT security policy
- To comply with the law regarding data sharing
- To meet the statutory duties placed upon us for DfE data collections

We use the parents' data:

- To assess the quality of our services
- To comply with the law regarding data sharing
- To ensure financial stability

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard pupils; (6e) Public task.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. The Spire Church of England Learning Trust and the schools within our trust will work within the conditions of GDPR - Article 9 of the UK GDPR:

(9.2a) explicit consent;

(9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;

(9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person;

(9.2f) for the establishment, exercise or defence of legal claims;

(9.2g) reasons of substantial public interest;

(9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

## **How We Collect and Store Pupil Information**

We collect pupil information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from the previous setting. We may also collect data from you directly.

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school administrator or see our Data Protection Policy.

## **Who We Share Pupil Information With**

We routinely share pupil information with the following organisations:

- Schools that the pupil attends after leaving us
- Our local authority
- The Department for Education (DfE)
- Standards and Testing Agency (STA)
- Children's Social Care (when safeguarding pupils' welfare)
- External professionals who visit school (such as Educational Psychologists)
- Law enforcement officials such as the Police
- The NHS
- Suppliers and service providers with whom we have a contract
- Voluntary organisations linked to the school

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations - we require them to respect the security of your data and to treat it in accordance with relevant legislation.

## **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 administrator/Data Protection Officer.

Depending on the lawful basis used for processing data (as identified above), you may also have other rights as per the UK GDPR.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, with our Data Protection Officer which is SchoolPro TLC Ltd via [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk) or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Withdrawal of Consent and the Right to Lodge a Complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school administrator along with your contact details.

## **Last Updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in April 2024.

## **Contact, Full Privacy Notice & How Government Uses Your Data**

If you would like to discuss anything in this privacy notice, or to view our full Academy Pupils & Parents Privacy Notice (including how the Government uses your data), please contact the school administrator or the Data Protection Officer.