

## Privacy Notice (How we use student information)

Ecton Village Primary Academy collects and holds personal information relating to our students and will receive information about them from their previous setting (if applicable), the Local Authority and/or the Department for Education.

### The categories of student information that we collect, hold and share include:

- Personal information (such as name, date of birth, unique student number and address)
- Personal characteristics (such as religion, ethnicity, language, nationality, country of birth, free school meal eligibility, service child indicator)
- Relevant medical information
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Attendance information
- Exclusion and behaviour information
- Special educational needs

### Why we collect and use this information

We use the student data:

- to support student learning and development
- to monitor and report on student progress
- to provide appropriate pastoral care
- to protect student welfare
- to assess the quality of our services
- administer admissions waiting lists
- to comply with the law regarding data sharing

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

We will only collect and use students' personal information 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 students' 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Where we have obtained consent to use students' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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 students' personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting student information**

Whilst the majority of student 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 student information to us or if you have a choice in this.

### **Storing student data**

We keep personal information about students while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our records management policy sets out how long we keep information about students.

A copy of our records management policy can be obtained from our Data Protection Officer on request. Please e-mail [dataprotectionofficer@hattonacademiestrust.org.uk](mailto:dataprotectionofficer@hattonacademiestrust.org.uk)

### **Who we share student information with**

We routinely share student information with:

- Schools that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- The student's family and representatives
- Educators and examining bodies
- Our regulator, Ofsted
- Some Suppliers and Service Providers (to enable them to provide the service we have contracted them for)
- Central and Local Government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals
- Professional bodies

### **Why we share student information**

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Students) (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) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students 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 students 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 Students) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>.

The Department may share information about our students 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 student 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 student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-student-database-requests-received>

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

## Requesting access to your personal data

Under data protection legislation, parents and students 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 Academy's data protection officer at [dataprotectionofficer@hattonacademiustrust.org.uk](mailto:dataprotectionofficer@hattonacademiustrust.org.uk)

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

## **Complaints**

We take all complaints made regarding our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, you should raise your concern with our Data Protection Officer, Mr Colin Hinds, in the first instance.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Contact**

If you have any questions, concerns or would like to discuss anything in this privacy notice, please contact:

**Colin Hinds – Data Protection Officer**

**By e-mail:** [dataprotectionofficer@hattonacademiestrust.org.uk](mailto:dataprotectionofficer@hattonacademiestrust.org.uk)

**By telephone:** 01933 231271