

Sentamu Academy Learning Trust Privacy Notice

May 2018

How we use student and family information

1. The categories of information that we collect, hold and share include:

- Personal information (such as name, unique student number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free academy meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Details of any disciplinary issues, sanctions or exclusions
- Educational progress and attainment including test and exam performance
- Post 16 learning information.
- Contact information and family details (such as email address or telephone numbers)
- Health information (such as details of any allergies or disabilities)
- Details of additional personal and academic support required by students including Special Educational Needs
- CCTV recordings and images taken from the system
- Photographs for access controls, security, payment and library systems

2. Why we collect and use this information

We use the student and family data:

- to support student learning
- to monitor and report on student progress
- to provide appropriate pastoral care
- to safeguard student health and wellbeing
- to assess the quality of our services
- to comply with the law regarding data sharing
- to investigate complaints and concerns
- to defend legal claims
- to work with local agencies to address anti-social behaviour and public safety concerns

3. The lawful basis on which we use this information

We process this personal information under the following GDPR Article 6(1) Conditions:

- c) processing is necessary for compliance with legal obligations to which the controller is subject;
- d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

We process special category personal information under the following GDPR Article 9(2) Conditions:

- b) 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 in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

- f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject
- h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional

4. Collecting student and family information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

5. Storing student and family data

We hold student and family data in accordance with the academies document retention policy which is available from the Academy Business Manager/ via reception or on the Trust website www.salt.sentamu.com

6. Whom we share student information with

We routinely share student information with:

- Academies/schools/colleges that the students attend after leaving us
- our local authority
- the Department for Education (DfE)

7. Why we share student information

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

We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins academy 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.

8. Data collection requirements:

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

9. Youth support services (where appropriate)

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or 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 / student once he/she reaches the age 16.

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website www.Hullcc.gov.uk

10. The National Student Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about students in academies 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 academies, 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 academy 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>

11. 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 Data Protection Representative for the appropriate Academy, shown below.

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, 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/>

12. Contact

If you would like to discuss anything in this privacy notice, please contact the Trust's Data Protection Officer - Emma Brice on 01482 781912 or the Data Protection Representative for student data at the appropriate Academy:

Archbishop Sentamu Academy – Emma Brice

Aspire Academy – Chris Mulqueen, Principal

Newland St John's CE Academy – Joanne Langcaster, Business Manager

St James' CE Academy – Sue Daddy, Business Manager