

## **Privacy notice for pupils and their families (How we use your information)**

The General Data Protection Regulation 2018 (GDPR) is a set of rules designed to make sure that people's personal data is kept safe and is not used inappropriately. For the purposes of this Privacy Notice the term "Trust" refers to The Diocese of Gloucester Academies Trust and all of its member schools and academies.

### **Who processes your information?**

The Trust and/or its member academies are the data controller of the personal information you provide to us. This means we decide the purposes for which, and the manner in which, any personal data is to be processed.

### **Why do we collect and use your information?**

DGAT and its member academies collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department for Education. We collect and use personal data in order to meet the legal requirements of

- Education Act 1996
- The School Admission Code
- Keeping Children Safe in Education
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

We need process your data to support and protect your children and make sure that their best interests are served.

The personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate support and pastoral care
- To assess the quality of what we do to ensure we provide the best education we can
- To meet the requirements of the law regarding data sharing

In some cases, your data will be outsourced to a third party; however, this will only be done with your consent, unless the law requires the school to share your data. Where the Trust outsources data to a third party, the same data protection standards that the Trust upholds are imposed on the processor.

### **Which data is collected?**

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. name, date of birth, pupil unique reference number and address
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility. These are needed for the annual school census and to ensure you receive financial

support when appropriate. The census is an annual survey of all pupils in the country undertaken by the government.

- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to Special Educational Needs
- Behavioural information – e.g. number of temporary exclusions
- Service children
- Looked after status

Whilst the majority of the personal data you provide to the Trust is mandatory, some is provided on a voluntary basis. When collecting data, the Trust will inform you whether you are required by law to provide this data or if your consent is needed ie where you have a choice. Where consent is required, the Trust will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

### **How long is your data stored for?**

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. It is stored in line with the Trust's Data Retention Policy which can be accessed on the Trust's website. Data is stored securely wither on our networks or in locked filing cabinets. We restrict who can access your data so that only people who need to can see it.

### **Will my information be shared?**

The Trust will not share your personal information with any third parties without your consent, unless the law allows us to do so.

The school is required to share pupils' data with the DfE on a statutory basis, this includes the following:

The Trust routinely shares pupils' information with:

- Schools that are pupils attend after they leave us
- The local authority – Gloucestershire County Council (GCC)
- The NHS
- The Department for Education (DfE)

The National Pupil Database (NPD) is owned and managed by the DfE and contains information about pupils in schools in England and it provides important evidence on how schools are performing. The Trust is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained and there are very strict rules and controls in place about who can access and use the data. To find out more about the NPD go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> or <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

We do not provide data to anyone for marketing purposes.

### **What are your rights?**

Under data protection law parents and pupils have the right to request access to information that we hold about them. To make a request please contact Mr Robert Jones – contact details at the bottom of this notice.

You have the right to:

- be informed about how the Trust uses your personal data
- request access to the personal data that the Trust holds
- request that your personal data is amended if it is inaccurate or incomplete
- request that your personal data is erased where there is no compelling reason for its continued processing
- request that the processing of your data is restricted
- object to your personal data being processed if it is likely to cause or is causing damage or distress

Where the processing of your data is based on your **consent**, you have the right to withdraw this consent at any time.

If you have a concern about the way the Trust, one of its member academies and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

### **Where can you find out more information?**

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website [www.dgat.org.uk](http://www.dgat.org.uk)

Or for any queries on anything in this privacy notice contact

Robert Jones

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01452 835569 or [rjones@glosdioc.org.uk](mailto:rjones@glosdioc.org.uk).

The Data Protection Officer for the Trust is

Richard Morley [Rmorley@schoolpro.uk](mailto:Rmorley@schoolpro.uk)

SchoolPro TLC

0203 2909093