



Privacy Notice - Students

LEAP MAT Privacy Notice – Students

Date: Spring 2023

LEAP Multi Academy Trust: Privacy Notice (How we use student information)

Learner Engagement and Achievement Partnership Multi-Academy Trust (the Trust) is the data controller for the personal data it uses and that used by our Academies.

To run the Trust and Academies we hold the legal right to collect and use personal data relating to students and their families (“student information”), and we may also receive information regarding them from their previous school LA and/or the DfE. We collect and use personal data in order to meet legal requirements. Our use of personal data is in accordance with the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. We refer to this as the “data protection legislation”.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What information do we collect and use about students?

We collect many different categories of information, for example:

- Personal information (such as name, unique student number, address and contact information)
- Parent/carer information (such as name, address, telephone contacts, email address)
- Emergency contact information (such as name, relationship to student, telephone number)
- Sibling information
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Admission Records (such as from a previous school)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Medical information
- Safeguarding information
- Behavioural information (such as the number of times students have been excluded from lessons, from school and the reasons why)
- Special educational needs
- Post 16 learning information (destination on leaving Y11)
- Assessment and Examination information
- Extra-curricular activities
- Trips and Visit
- Biometric personal data
- Student images
- Files, messages, documents and artwork you have produced
- Records of discussions with members of staff
- Records of your use of school IT systems
- CCTV footage

In some cases, we will also have:

- Information about consultation with other professionals
- Information about supporting for your learning
- Records of any school equipment loaned to you
- Information about plans for career or post 16 education choices

Some of this personal data is known as special category personal 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 data protection legislation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Why do we collect and use this information?

We use the student personal data:

- To Support the admissions Process
- To support student learning
- To maintain a safe environment for our pupils, workforce and visitors
- To monitor and report on student progress
- To enable students to take part in exams
- To provide appropriate pastoral support
- To help us manage any health conditions that may affect your learning
- To comply with the law regarding personal data sharing
- To assess and quality assure the service that we provide

The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you or your parent or legal carer [Article 6(1)(a)]
For example: The use of your photographs on our website
- To meet a legal requirement [Article 6(1)(c)]
For example: Providing information for the Department for Education Census
- To protect the vital interests of you or someone else [Article 6(1)(d)]
For example: Giving your family details to emergency services
- Delivering a public task [Article 6(1)(e)]
For example: Recording your attendance at school each day

How is your personal data stored?

Most of the personal data that we collect, and use is added to your Educational Record. This record is kept while you attend our academy. If you leave an Academy, then the record will be:

If you move to another academy/school, we will transfer a copy of your records to the new academy/school (see <https://www.gov.uk/government/collections/common-transfer-file> for further information). We may also be required to share additional information as part of our statutory

obligations as per the requirements ‘Working Together to Safeguard Children/ Keeping Children safe in Education’.

We retain a full copy of your record until your 25th birthday. After this we will dispose of all the records securely.

If your record contains information about SEND requirements, then your file will be retained until your **35th** birthday.

Some personal data is kept for different lengths of time. These are included in our *LEAP GDPR Records Management Policy*.

If you’d like to know how long we keep a specific piece of personal data, please contact the Data Protection Lead whose details can be found at the end of this Privacy Notice.

Who do we share student information with?

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when the law and our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- our local authority
- Department for Education
- National Pupil Database
- Examining bodies
- Healthcare, social and welfare agencies
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers ** - we have taken steps to ensure that our suppliers and service providers treat your personal data in a way that meets the requirements of the GDPR legislation.
- Youth Support Services (Over 13 years), providing education, training, support and careers advice, under section 507B of the Education Act 1996
- Universities and potential employers where a reference is asked for - this is to help students to progress to the next stage of their education or with employment. In the case of applications to universities, if you apply to UCAS through the school (as opposed to an individual), the school is required to provide a reference. See www.ucas.com for more information regarding this.
- Careers service
- Schools that the student attends after leaving us
- Universities and potential employers where a reference is asked for - to help students to progress to the next stage of their education or with employment. In the case of applications to universities, if you apply to
- Universities providing workshops for students– to help universities track students they have worked with in schools
- UCAS through the school (as opposed to an individual), the school is required to provide a reference. See www.ucas.com for more information regarding this.
- Youth Support Services

** Examples of suppliers and services used by us include:

- CAPITA SIMs – our data management system, to enable the school to record data, create timetables etc.
- CPOMS - to log safeguarding information as part of our statutory obligations as per the requirements 'Keeping Children safe in Education'
- School Caterers providing school food
- Companies providing school photographs (currently The School Photography Company) to provide parents/carers the opportunity to buy photographs
- Companies providing payment services for parents/carers (currently Tucasi: School Cash Office) in order that parents can make electronic payments to school

- A range of software providers for education purposes and the running of the school, such as: CPOMS, used to log safeguarding information as part of our statutory obligations as per the requirements 'Keeping Children safe in Education"; Seating Planning; Parents Evening Booking system; exam analysis software; pupil assessment software.

Pupils aged 13+

Once our students reach the age of 13, we also pass pupil 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

The information shared is limited to the student's name, address and date of birth. However where a parent or carer provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / student once they reach 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.

- National Pupil Database - Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections. Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department for Education and provides evidence on school performance to inform research.

For more information, please see '**How HM Government uses your data**' section at the end of this Privacy Notice – see **Appendix 1 - How HM Government uses your data**

Your rights to your personal data

You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the *GDPR Lead* identified below.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

Where we are collecting or using your personal data, you have:

- The right of access to your personal data
- You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the data protection legislation.
- To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the *GDPR lead* whose details can be found at the end of this Privacy Notice.

Other rights

You also have rights to ask us to correct inaccurate personal data. In certain circumstances to ask us to:- restrict personal data being processed; to erase it; to transmit it electronically to another organisation; and be notified of a data breach. For some personal data if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved. In certain circumstances,.

You will be given full details of these rights if you request access to your personal data or you can ask the *GDPR Lead*.

Parents or Carer's rights to access your personal data

We share some of your personal data with your parent(s) or carer(s) as we are legally required to do so, or as part of our public duty when providing you with education. These are likely to occur when providing updates about your education, or if there is a concern about your safety. We may also release personal data if your behaviour creates concern for the safety or progress of others.

In other circumstances when a parent or carer requests additional information for which we require consent for sharing or makes a subject access request the following will apply:

For pupils in Year 7 who wish to request access to their own personal data we will usually ask your parents or carer to make the request on your behalf. We will also provide your personal data to your parents or carer if they request it.

Once you reach Year 8 we will usually consider that you can make decisions about your own personal data. This means that in most cases you can request access to your personal data yourself and we will not ask your parents/carer to make the request for you unless you have indicated that you wish for your personal data to be released to your parents / carer if they request it.

We will still need to ask permission from your parents or carer for you to take part in some school and extra-curricular activities. The requirement for this permission overrides the protection of your personal data.

We are required to provide your parents or carer with at least an annual report of your progress at school. However, in order to facilitate your education and ensure your parent/carer can support you, we may issue additional reports or performance data and we will offer the opportunity for your parents / carer to come into school to discuss this or any concerns they have about your education with your teachers and other members of staff.

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 **our Data Protection Lead, at GDPR-lead@din.leap-mat.org.uk**

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

where you have been asked for consent to process your personal data, such as the use of a photograph of you on our website, you have the right to withdraw that consent. You can contact GDPR-lead@din.leap-mat.org.uk to withdraw your consent.

Who to contact:

The Trust has the responsibility to ensure that your personal data is protected. It is called the data controller. All members of staff work for the data controller.

We recommend that you contact the data protection lead:

Name of Person: Mrs D Jackson

email address: GDPR-lead@din.leap-mat.org.uk

Contact number: 01909 550066

Contact address: Doe Quarry Lane, Dinnington, Sheffield, S25 2NZ

Trusts are also required to have someone called a Data Protection Officer or DPO. The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: Mr R Wheatcroft

email address: DPO@leap-mat.org.uk

Contact number: 01709 828383

Contact address: Brinsworth Comprehensive School, Brinsworth Road, Rotherham S60 5EJ

ICO Registration Number: Z2447291

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/> or call 0303 123 1113.

Appendix 1 - How HM Government uses your data

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Student Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

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 Pupil Database (NPD)

Much of the data about students in England goes on to be held in the National Pupil 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.

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

Sharing by the Department for Education

The law allows the Department to share students' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/df-external-data-shares>.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if it is processing your personal data
- for a description of the data the Department holds about you
- the reasons it's holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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