

**Privacy Notice for Pupils**

**(also provided to Parents and Carers)**

The Active Learning Trust is committed to keeping your personal information safe and secure. Our Privacy Notice explains what information we collect and why. We are committed to ensuring our partners manage your data responsibly too. Trust below refers to all schools within the Active Learning Trust. ‘Pupil’ refers to all children on roll in any school within our Trust.

**The categories of pupil information that we process include:**

* personal identifiers and contacts (such as name, unique pupil number, contact details and address)
* characteristics (such as ethnicity, language, and free school meal eligibility)
* safeguarding information (such as court orders and professional involvement)
* special educational needs (including the needs and ranking), information from other professional services, information contained in an EHCP)
* medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements, information forming part of an EHCP)
* attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
* assessment and attainment (such as key stage 1 and phonics results, key stage 2 results, GCSE results and post 16 courses enrolled for and any relevant results)
* behavioural information (such as exclusions and any relevant alternative provision put in place)
* Information about free school meal and pupil premium eligibility
* Information for catering management purposes (e.g. whether you have school dinners and how often)
* School trip information (such as consents and current medical issues, or voluntary contributions made)
* Biometric details for printing, cashless catering, electronic registration, library book borrowing and door entry systems
* The use of CCTV images captured in the school’s premises

We will also use photographs of you. More details about this are in the Trust’s Use of Images Policy.

**Why we collect and use pupil information**

The Active Learning Trust collects and holds personal information relating to our pupils and may also receive information about them from their previous school, local authority and / or the Department for Education (DfE). We use this personal data to:

* support your learning
* monitor and report on pupil attainment and progress
* provide appropriate pastoral care for you
* assess the quality of our services
* to keep children safe (food allergies, or emergency contact details)
* to comply with the statutory duties placed on us by DfE data collections

For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

The use of your information for these purposes is lawful for the following reasons:

* The Trust is under a legal obligation to collect the information or the information is necessary for us to meet legal requirements imposed upon us such as our duty to safeguard pupils.
* It is necessary for us to hold and use your information for the purposes of our functions in providing schooling and so we can look after our pupils. This is a function which is in the public interest because everybody needs to have an education. This means we have real and proper reasons to use your information.
* We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent. This is most likely to be where we are involved in activities which are not really part of our job as a college but we are involved because we think it would benefit our pupils. If you give your consent, you may change your mind at any time. If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents or carers even if you can make your own decision.

**How we collect pupil information**

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you / your parents or carers to provide it, whether there is a legal requirement on the Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We will also obtain information from your previous school, usually via secure file transfer from your previous school.

**When we give your information to others**

Once our pupils reach the age of 13, the law requires us to pass on certain information to the appropriate County Council who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent / guardian can request that **only** their child’s name, address and date of birth be passed to the appropriate County Council by informing a School’s office and data manager. This right is transferred to the child once he / she reaches the age 16. For more information about services for young people, please go to the appropriate local authority website –

<https://www.cambridgeshire.gov.uk/residents/children-and-families/>

<https://www.suffolk.gov.uk/children-families-and-learning/>

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about you that we hold, please contact your school’s Headteacher.

We are required, by law (under regulation 5 of the Education (Information about Individual Pupils) England Regulations 2013, to pass some information about our pupils to the Department for Education (DfE). This is the part of the Government which is responsible for schools. This information may, in turn, then be made available for use by the Local Authority.

The DfE may also share information about pupils that we give to them, with other people or organisations. This will only take place where the law, including the law about data protection allows it.

The National Pupil Database (NPD)

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

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to [National pupil database: user guide and supporting information - GOV.UK](https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information).

The Department may share information about our pupils 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 pupil 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](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data)

For information about which organisations the Department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

We will also normally give information about you to your parents or your main carer. Where appropriate, we will listen to your views first. We will also take family circumstances into account, in particular where a Court has decided what information a parent is allowed to have.

We will also disclose your personal data to:

* Your new school if you move schools
* Disclosures connected with SEN support – e.g. non-Local Authority professionals
* School nurse and other medical professionals
* School counsellor
* Youth support services (pupils aged 13+)
* CAMHS (Child and Adolescent Mental Health Service)
* Educators and Examining Bodies
* The Department for Education
* Our Local Authorities – Cambridgeshire County Council, Suffolk County Council
* NHS
* Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies
* Schools within the Active Learning Trust
* Computer systems that require data to function (such as our online assessment tool)
* Careers specialist for careers advice.
* The school’s curriculum may require the use of third party web-based learning platforms only if GDPR compliant
* Suppliers and Service Providers to enable them to provide the service the School/Trust has contracted them for e.g. after school clubs
* ICT support suppliers who for e.g. support us with SIMS
* School meal providers where relevant allergy information is vital

The information disclosed to these people / services above may include sensitive personal information about you. Usually this means information about your health and any special educational needs or disabilities which you have. We do this because these people need the information so that they can support you.

* Photos to Funders to provide evidence how we have spent grant monies
* The Public (only your name and where explicit consent has been received, your photo) in School Social Media e.g. Headteachers’ tweets, School Blog and School Facebook Page
* Press and Media

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

Our disclosure of your personal data is lawful for the following reasons:

* It is necessary for us to disclose your information for the purposes of our functions in providing schooling. This is a function which is in the public interest.
* There is a substantial public interest in disclosing your information because it is necessary to keep our pupils safe from harm
* We will not usually need your consent to use your information. However, if at any time it appears to us that we would like to use your personal data in a way which means that we would need your parents/carers consent then we will explain to them what we want to do and ask your parents/carers for consent before a disclosure is made. This is most likely to be where we are involved in activities which are not really part of our job as an Academy Trust but we are involved because we think it would benefit our pupils.
* Where your parents/carers have provided us with consent to use your data, they may withdraw this consent at any time. We will make this clear when requesting their consent. If your parent/carer wish to change their mind about consent, they should contact the school office.

If we think that you will not understand what we are asking then we will ask your parent or carer instead. Usually, we will involve your parents or carers even if you can make your own decision.

**Transfers of Personal Data outside the European Economic Area**

We do not normally transfer your information to a different country which is outside the European Economic Area. This would happen if one of your parents lives abroad, if you move to a new school abroad or an external third party service provider is based outside the European Economic Area (EEA), or are global organisations, so their processing of your personal data will involve a transfer of data outside the EEA.

If this happens we will be very careful to make sure that it is safe to transfer your information. We will look at whether that other country has good data protection laws for example. If we cannot be sure that it is safe then we will talk to you and your parents about it and make sure that you are happy for us to send your information. As this is not something we normally do and we don’t know which country we might need to send your information to, we cannot tell you more about it now but if we want to transfer your data to a different country then we will tell you whether or not we think it is safe and why we have decided that.

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

* We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission.
* Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection it has in Europe.
* Where we use providers based in the US, we may transfer data to them if they are part of the EU-U.S. Privacy Shield which requires them to provide similar protection to personal data shared between Europe and the US (for more information, and to review organisations which have been certified (you can visit the Privacy Shield Website here - <https://www.privacyshield.gov/welcome>).

If a school uses an external third party service provider based outside the European Economic Area (EEA), or are global organisations, so their processing of your personal data will involve a transfer of data outside the EEA such is recorded in that school’s Pupil Privacy Notice.

**How long we keep your information**

We only keep your information for as long as we need to or for as long as the law requires us to. Most of the information we have about you will be in your pupil file. We usually keep this information until your 25th birthday unless you move to another school in which case we send your file to your new school. The Active Learning Trust has a policy which explains how long we keep information. It is called a Records Retention Policy and can be found on the Trust’s website.

**Your rights**

**You have these rights:**

* You can ask us for a copy of the information we have about you
* You can ask us to correct any information we have about you if you think it is wrong
* You can ask us to erase information about you (although we may have good reasons why we cannot do this)
* You can ask us to limit what we are doing with your information
* You can object to what we are doing with your information
* You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in the Trust’s Data Protection Policy or you can ask the Trust’s Data Protection Officer on email [dataprotection@activelearningtrust.org](mailto:dataprotection@activelearningtrust.org). The Data Protection Policy can be found on the Active Learning Trust’s website.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner’s Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.