

Dartmoor Multi Academy Trust

Privacy Notice – Pupils

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Privacy Notice (How we use pupil information)

Dartmoor Multi Academy 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. 'School' below refers to all schools within the Dartmoor Multi Academy Trust. 'Pupil' refers to all children on roll in any school within our trust.

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

- Personal information and contacts (such as name, unique pupil number, contact details and address, photograph)
- Personal characteristics (such as ethnicity, language, nationality and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Medical information (such as doctors information, child health, allergies, medication and dietary requirements, information forming part of an EHCP)
- Special Educational Needs information (including the needs, information from other professional services, information contained in an EHCP)
- Safeguarding information (such as court orders and professional involvement)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)
- Assessment and attainment information (such as key stage 1 and phonics results, key stage 2 results, post 16 courses enrolled for and any relevant results)
- School trip information (such as consents and current medical issues, or voluntary contributions made)
- Provision of educational software in support of teaching and learning
- Information to enable the pupil/student to be provided with a school meal
- Biometric information (fingerprinting) to enable the pupil to be provided with a school meal or so that we can share resources and enable pupils to use learning software e.g. library software
- Meeting our statutory requirements for statutory returns and audit.
- CCTV capture images, to keep our premises safe and secure for all users.

This list is not exhaustive, to access the current list of categories of information we process please see refer to our data asset register.

Why we collect and use this information

The personal data collected is essential, in order for the School to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment and progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet our statutory obligations

The lawful basis on which we use this information

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of **(a), (b), (c) and (d)**, in accordance with the legal basis of **Public task**: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function.
- For the purposes of **(e)** in accordance with the legal basis of **Vital interests**: to keep children safe including where the data subject is physically or legally incapable of giving consent.
- For the purposes of **(f)** in accordance with the legal basis of **Legal obligation**: data collected for Department for Education census information. (This information can be found in the census guide documents at www.gov.uk/education/data-collection-and-censuses-for-schools)

In addition, concerning any special category data:

- conditions **(a), (b), (c) and (d)** of GDPR - Article 9.

Collecting pupil information

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this.

We collect pupil information via registration forms at the start of the school year.

In addition, when a child joins us from another school we receive a secure file containing relevant information called a Common Transfer File (CTF).

We also ask parents to keep pupil information up to date through SIMS Parent Lite, an online and app service for parents to update information. You will receive invites to register from your school and reminders to update your information regularly throughout the school year.

We may also collect information such as consents for trips through paper based consent forms, or through online services.

Storing pupil data

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule, and how we keep your data safe, please read our Records Management Policy on the Dartmoor Multi Academy Trust website <https://www.dartmoormat.org.uk/policies-and-documents.html>

We store student data on the following systems:

- SIMS – Our school information management system
- CPOMS – safeguarding and behaviour management system
- Groupcall/School Comms (Parent Pay trading as School Gateway) – our parent communication and payment systems
- sQuid – payment systems
- Devon County Council Early Years Portal – to provide free childcare places for eligible 2 and 3-year olds
- Free School Meals Eligibility Team
- Educational Software – in support of teaching and learning
- Assessment software – in support of pupil assessment e.g. *School Pupil Tracker, Accelerated Reader, Mathletics, Storybird, Speechlink, Diagnostic Questions, SPAG test, My Stickers, Tapestry (foundation stage assessment)*
- Evolve – our educational visits management and risk assessment software
- Egress Switch – to provide encrypted secure file transfer within Microsoft Outlook
- Microsoft Outlook – email communication system
- Microsoft One Drive and Google docs /Google Classroom
- Library Software – to enable resources to be shared with students
- OSHENS – H&S Accident Reporting
- Cool Milk – to enable free milk for reception/ nursery pupils
- Parents Evening Booking Systems

This list is subject to regular review. We maintain a full list of partners in our Data Asset Register which is available to view on our trust website:

<https://www.dartmoormat.org.uk/policies-and-documents.html>

Sharing pupil information

We share data with a variety of partners for the reasons listed above (“Why we collect and use this information”). [**We will never sell your data.**](#)

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- School Nurse and other medical professionals
- youth support services (pupils aged 13+)
- the Department for Education (DfE)
- schools within the Dartmoor Multi Academy Trust
- educational software providers in support of teaching and learning

- our ICT support suppliers, including Scomis who support us with SIMS and other ICT
- other partners, where we have your consent e.g. peripatetic music teachers.
- other third party partners, where we have your consent, providing services such as after school clubs
- School meal providers where relevant allergy information is vital (usually primary settings only)

Why we regularly share pupil information

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

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

We are required with share information about our pupils with the Department for Education under regulation 5 of the Education (Information About Individual Students) (England) Regulations 2013.

Youth support services

Pupils aged 13+

Once pupils 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 child's name, address and date of birth. However where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Data is securely transferred to the youth support service via a secure file transfer systems and is stored within local authority software.

Pupils aged 16+

We will also share certain information about pupils 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

Data is securely transferred to the youth support service via a secure file transfer systems and is stored within local authority software.

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

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 pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

- regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, parents and pupils 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, please submit your request by email to dpo@dartmoormat.org.uk or in writing addressed to the Headteacher or Head of School at your school.

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint 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/>

How Government uses your data

The pupil 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 Pupil 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 pupils 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 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.

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 pupils' personal data with certain third parties, including:

- schools
- 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. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil 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/dfе-external-data-shares>

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

Contact

If you would like to discuss anything in this privacy notice, please contact:

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