

Privacy Notice for Pupils and Parents



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1.0	23 May 2018	DPO	First Published Version
2.0	18 October 2018	DPO	Revised version to improve readability.
2.1	22 October 2020	DPO	To reflect DfE updates August 2020 and September 2020. Update covers parental consent to prevent the sharing of additional pupil information with local authorities and youth support services.

Pupil and Parent Privacy Notice

Dartmoor Multi Academy Trust is committed to keeping your personal information safe and secure. This notice is intended to provide information about how the Trust will use or “process” personal data about individuals including current, past and prospective pupils (“pupils”) and their parents, carers or guardians (referred to in this notice as “parents”).

If you find this letter difficult to understand, you can ask your parents or another adult such as your teacher to help you understand it.

Responsibility for Data Protection

The data controller for personal information held by Dartmoor Multi Academy Trust, who is registered with the Information Commissioner’s Office (ICO).

The Data Protection Officer, Nuala McDermott, is responsible for ensuring that Dartmoor Multi Academy Trust complies with the Data Protection Law. She can be contacted on dpo@dartmoormat.org.uk.

The Headteacher/ Head of School in each school is responsible for ensuring that their school complies with Trust’s policies and procedures in relation to Data Protection.

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too, like other schools, the local council, medical and education professionals, and the government.

This information includes:

- Personal information and contacts (such as name, unique pupil number, contact details and address)
- Photographs
- Characteristics (such as language 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 doctor's information, child health, allergies, medication and dietary requirements,)
 - 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)
 - Information to enable pupils/students to be provided with a school meal
 - Biometric information (fingerprinting) to enable students to be provided with a school meal or use library software
 - Information required to meet our statutory requirements for statutory returns and audit.
 - CCTV to keep our premises safe and secure for all users.

This list is not exhaustive.

Why we collect and use this information

The personal data collected is essential, for our Trust schools to fulfil their official functions and meet legal requirements.

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

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to keep children safe (food allergies, or emergency contact details)
- for other safeguarding reasons
- to meet the statutory duties placed upon us by the Department for Education
- to enable pupils to take part in national or other assessments, and to publish the results of public examinations or other achievements of pupils at the school
- for virtual learning environments
- to administer admissions waiting lists
- to assess the quality of our services
- for payment systems for services such as school meals, school trips or nursery sessions etc.
- to identify free school meal status
- to identify pupil premium eligibility
- for catering management, including the use of biometric data for cashless catering systems where you give us consent to do so
- for school transport and trips
- for identity management systems including photographs
- to monitor use of the Trust's IT systems in accordance with the Trust Acceptable Use Policy
- to keep our schools secure
- to obtain appropriate professional advice
- to keep you updated about the running of the school (such as emergency closures), events or activities including by sending updates and newsletters by email and post
- to help us with management planning and forecasting

Use of personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. This may include relevant and appropriate information about fundraising events held by the school PTA or other local charities, or information about local commercial or not for profit services such as holiday clubs, child-friendly activities or other children's services.

You can withdraw consent or 'opt out' of receiving these emails and/or texts by contacting your school office or updating your preferences in SIMS Parent.

Our legal basis for using this information

We will only collect and use your information when the law allows us to. Under the General Data Protection Regulation (GDPR), most often, we will use your information where:

- We need to comply with the law (in meeting the [statutory duties](#) placed upon us)
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission (consent) to use it in a certain way
- We need to protect your or someone else's vital interests (protect your life)

This also applies to processing special category data.

When we use your information because you have consented for us to do so, you can withdraw this consent at any time. We will make this clear when we ask for permission and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds upon which we can use your data.

Collecting information

We collect pupil information in a variety of ways including:

- registration forms at the start of the school year
- Common Transfer File (CTF) or secure file transfer from previous school
- Encrypted electronic transfer, including through our third-party processors such as SchoolComms or SIMS Parent

Pupil data is essential for the schools' operational use. Whilst most 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 and we will tell you what you need to do if you do not want to share this information with us.

We ask parents to keep pupil information up to date through SIMS Parent Lite, an online and 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.



Storing information

We keep personal information about pupils and parents/ carers while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.

For information on our Records Management 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>

Who we share pupil information with

We routinely share pupil information with:

- Schools within the Dartmoor Multi Academy Trust
- Schools outside the Dartmoor Multi Academy that pupils attend after leaving us
- School Nursing Service through the local authority and other medical professionals
- Health and social welfare organisations
- Local authorities
- youth support services (pupils aged 13+)
- the Department for Education (DfE)

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law we may share personal information about pupils with:

- The pupil's family and representatives
- Educators and examining bodies
- Financial organisations
- Our auditors
- Survey organisations
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations in support of pupils' needs
- Police forces, courts, tribunals
- Professional bodies
- our ICT support suppliers, including Scomis, who support us with SIMS and other ICT
- School meal providers where relevant allergy information is vital
- Suppliers and service providers and educational software providers in support of teaching and learning to enable them to provide the service we have contracted them for such as:
 - Our school information management system - SIMS
 - CPOMS – safeguarding and behaviour management system
 - School Comms (Parent Pay trading as School Gateway) – our parent communication and 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. *Class Charts, Accelerated Reader, Mathletics, Storybird, Speechlink, Diagnostic Questions, SPAG test, My Stickers, Tapestry*. *This list is not exhaustive.*
- 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 not exhaustive.

We may also share your information with:

- other partners, where we have your consent e.g. peripatetic music teachers.
- other third-party partners providing services such as after school clubs, where we have your consent

Youth support services

Pupils aged 13+

Once our 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

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once they reach the age 16

Data is securely transferred to the youth support service via secure electronic transfer and is stored on secure electronic servers/devices and held until the pupil reaches the age of 25

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

A child / pupil once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

Data is securely transferred to the youth support service via secure electronic transfer and is stored on secure electronic servers/devices and held until the pupil reaches the age of 25
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.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Requesting access to your personal data

Under GDPR, 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 educational record, please visit the link to make a Subject Access Request:

<https://www.dartmoormat.org.uk/subjectaccessrequest.html>

Depending on the lawful basis above, you may 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 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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice at the end of the document.

Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting dpo@dartmoormat.org.uk

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in October 2020.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer

dpo@dartmoormat.org.uk

You can also complain to the Information Commissioner's Office in one of the following ways:

- Online: <https://ico.org.uk/concerns/>
- Call: 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Nuala McDermott

dpo@dartmoormat.org.uk

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

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/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 they are processing your personal data
- for a description of the data they hold about you
- the reasons they're 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>