

How we collect and use information relevant to our primary schools

Why do we collect and use student information?

We collect and use student information to comply with our legal obligations under the following Acts of Parliament:

- The Education Act 1996
- The Education (Pupil Information) (England) Regulations 2005
- The Special Educational Needs and Disability Act 2001
- The Special Educational Needs (Information) Act 2008
- The Children Act 2000

And the following regulations:

- Keeping Children Safe in Education (Statutory guidance for schools and colleges)

We use the student data:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing
- To comply with safeguarding regulations

We also use a small subject of student data to operate the following systems for the benefit of students and their carers:

- Cashless catering systems
- Online payment systems
- Library management systems
- Parental engagement systems

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

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and examination information (such as assessment marks and examination results)
- Relevant medical information (such as allergies)
- Special educational needs information (such as education, health and care (EHC) plans)
- Safeguarding information
- Information about exclusions and behavioural incidents

Collecting student information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us, or if you have a choice in this. Parents/carers are the most significant source of information relating to students. Our obligation to maintain the accuracy of personal data can only be met with your help. ***Please, as soon as possible, inform the school of any changes in address, telephone number, email address (if you have provided this) or other changes that affect either our ability to contact you or other family members you have designated as contacts or our ability to maintain our duty of care (e.g. medical conditions).***

Storing student data

We hold student educational records until the student leaves our school at which point we transfer the record to the next school the student attends (unless there are extraordinary circumstances). Some information may be retained for a longer period so that we comply with the specific requirements of the legislation listed at the top of this notice. Limited student or carer data used for complementary systems and services is removed when the student or carer no longer requires or makes use of that service or at the point that the student leaves the school.

Who do we share student information with?

We routinely share student information with:

- Schools that the students attend after leaving us
- Our local authority
- The Department for Education (DfE)
- Brooke Weston Trust (the Multi Academy Trust)
- The local School Nursing Service (NHS)
- The school's statistical analysis service
- The Trust's management information system (MIS) provider
- The Trust's online safeguarding management system (CPOMS)
- The school's online payment system provider

We also share student information with providers of education services that the Trust uses. The full list of these providers and the information can be obtained from the schools' offices.

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so. We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our students with the DfE *under Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013*.

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) visit: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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. We are required by law to provide information about our students 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, visit: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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

The department may share information about our students 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 student 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.

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For more information about the department's data sharing process visit: <https://www.gov.uk/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: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

Other information we collect and hold

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

- Parents' and carers information (such as name, address, contact information, relationship to the child, involvement with volunteer groups or parents association);
- Visitor information (such as name, business, car registration, DBS certification, purpose of visit);
- Governors' information (such as name, address, contact information, business interests, financial interests and governance roles in other schools);
- Volunteers' information (such as name, address, contact information, DBS certification).

Why we collect and use this information

Parents' information is collected so that:

- We can communicate with you about your child (in relation to things such as education and attainment, health and well-being, attendance and behaviour);
 - Send you important information about the school;
 - Provide you with access to tools and services we use in schools (such as parent payment systems, communication applications).
- Visitor information is collected so that:
- We have a record of who is and has been in the building, for health, safety and operational purposes;
 - We know whether a visitor can be unaccompanied in areas where children are present;
 - We have a record of official visits (such as inspections or maintenance).
- Governors' information is collected so that:
- We can communicate with Governors on school business;
 - There is a public record of Governors and their business interests.

The lawful basis on which we use this information

- Parental information is processed in the public interest where it is related to their child's education. We may have a legal obligation to process data in certain processing activities and in some circumstances we will rely on consent as the lawful basis;
- Visitor information is processed as a task in the public interest where it relates to school operations and under a legal obligation where it relates to health and safety;
- Governor information is processed as a task in the public interest.

Collecting this information

- Parents: whilst the majority of 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 information to us or if you have a choice in this;
- Visitors: As a visitor the information that you provide to us is voluntary. However, we may restrict access to the school if the information is not provided;
- Governors: whilst the majority of 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 information to us or if you have a choice in this.

Who we share this information with

We routinely share this information with:

- Parents: we will share your information with members of staff, other agencies and, where you have agreed, with third-party processors who provide services to the school;
- Visitors: your information will not be shared unless requested by an external agency in the course of a health and safety incident or in the investigation of a crime;
- Governors: we will publish the names, business interests, financial interests and governance roles of governors in other schools on the school website.

Requesting access to your personal data

Under data protection legislation, parents/carers and students have the right to request access to information about them that we hold. To make a request for your personal information contact the Trust Data Protection Officer in writing or by email using the information below.

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
- Claim compensation for damages caused by a breach of the Data Protection regulations

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/>

To be given access to your child's educational record, contact your school.

Contact details for all Trust schools can be found at <http://www.brookewestontrust.org>

Data Protection Officer (DPO)

The DPO is responsible for ensuring compliance with the Data Protection Legislation. The DPO is also the central point of contact for all data subjects and others in relation to matters of data protection.

As allowed for by law Brooke Weston Trust employs a third-party service provider to act in this role. The current provider is:

The ICT Service

South Cambridgeshire Hall
Cambourne Business Park
Great Cambourne
Cambourne
Cambridge
CB23 6EA

Telephone: 0300 300 00 00 option 4

Email: dpo@theictservice.org.uk

Questions?

Brooke Weston Trust is the Data Controller for all member schools. If you would like to discuss anything in this privacy notice, please contact the Trust Data Protection Officer using the details above.