

How we collect and use information about our primary students

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) 2016

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 subset 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 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 we share can be found on the Trust website:<http://www.brookewestontrust.org/gdpr>

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-supporting-information>.

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.

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>

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:

Data Protection Education
1 Saltmore Farm
New Inn Road
Hinxworth
Baldock
SG7 5EZ

Named contact: James England

Telephone: 07803 900729

Email: james.england@dataprotection.education

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.

Brooke Weston Trust

