



# Privacy Notice

**How we use pupil information in our primary  
and secondary academies**

December 2017

## How we use pupil information

Cuckoo Hall Academies Trust is a Data Controller for the purposes of the Data Protection Act 1998. We process personal data relating to our academies pupils to deliver education in line with the requirements of the [Education Act 1996](#) and may receive information about them from their previous school or academy, the local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to: -

- support pupils teaching and learning
- monitor and report on pupils' progress
- provide appropriate pastoral care;
- assess the quality of our services.
- to comply with the law and statutory requirements with regard to data sharing
- promote the school (via newsletters and social media with appropriate consent)

We will not give information about pupils to anyone outside the school without the appropriate consent or unless there is a legal or statutory justification which requires or allows us to do so.

## Categories of pupil information (primary and secondary academies)

We collect, hold and share<sup>1</sup> personal information, characteristics and attendance information primarily to allow us to support and safeguard our pupils. Categories are: -

- Name
- Address (contact details)
- Ethnicity
- Home language
- Country of birth
- Attendance (Authorised / unauthorised absence plus the reasons)<sup>2</sup>
- Results of attainment, internal assessments, and externally set tests / examinations
- SEN information (including Statements and Early Help Care Plans)
- LAC status or any children services involvement
- Unique pupil number
- Age
- Religion
- Nationality
- Free school meal eligibility status
- Records of behavioural / exclusion information
- Relevant medical information (including dietary and allergies)
- Parental arrangements (adoption / fostering / special guardianship orders / child arrangements order / service child status)
- Pupil Premium eligibility

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

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<sup>1</sup> With consent or when required by legislation and / or law

<sup>2</sup> Details of attendance information is not collected as part of the Department for Education's census for pupils who are not of compulsory school age, but 'head count' is used for the Early Years Foundation Years Census. We will use attendance as a register all pupils for safeguarding purposes (to establish who is on academy premises), to identify total pupil numbers and to support parents of nursery pupils in preparation for the expectations of Reception years.

## Circumstances in which we are required to share pupil information

### 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 to pass information about our pupils to the Department for Education under Regulation 5 and Schedule 1 of [The Education \(Information About Individual Pupils\) \(England\) Regulations 2013](#) 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.

This information will, in turn, then be made available for use by the Local Authority who, under strict information sharing protocols and policies, may also be required to share this information with other public sector partners such as other Local Authorities or local Children Centre

To find out more about the pupil information we are required to share with the department, for the purpose of data collections, please see the following web link: - [www.gov.uk/education/data-collection-and-censuses-for-schools](http://www.gov.uk/education/data-collection-and-censuses-for-schools).

To find out more about the National Pupil Database please see the following web link: - [www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information](http://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information)

#### Information relating to how the DfE then use this information

The department may share information about our pupils from the National Pupil Database 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>

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>

If you have any questions you can contact the DfE: - <https://www.gov.uk/contact-dfe>

## **The NHS**

Information will only be passed to the NHS where we have a legal / statutory obligation to do so or where it is fully anonymous and cannot identify individuals to the extent of no longer being personal data. Where the NHS otherwise require personal data for the provision of a service or research, parental and / or pupil consent will always be sought on a case by case basis.

## **Changing schools**

As per [The Education \(Pupil Information\) \(England\) Regulations 2005](#), we are required to pass pupil information on to schools / academies that the pupil goes on to attend after leaving us via the Department for Education's '[School to School](#)' ([S2S](#)) [secure data transfer website](#). This also acts as a temporary information depository where a pupil has left us and the destination is not known to us.

## **Secondary academy pupil information**

In a secondary academy, once a pupil is aged 13 or over we are required by Section 507B of the [Education Act 1996](#) (as amended by [Part 1 of The Education and Inspections Act 2006](#)) to pass on pupil information to providers of youth support services in the area.

For Cuckoo Hall Academies Trust, this is the [London Borough of Enfield's support service for young people aged 13 to 19](#) who have responsibilities in relation to their education or training. We also pass Year 10 and Year 11 pupil information to the [London Borough of Enfield's Careers Service](#) with which they can help them understand all the career options and make informed career decisions. We may also share personal information of pupils aged 16 or over with post-16 education and training providers to in order to secure appropriate support on entry to post 16 provision.

Whilst it may limit the range or level of services offered, parent(s) can ask that no information beyond pupil names, addresses and date of birth be passed to the support services (however this right transfers to pupils on their 16th birthday).

Anyone wishing to opt out of this arrangement can contact either the academy office or our Data Protection Officer (Please see the 'contacts' section below)

## **CCTV**

Our academies use Closed Circuit Television cameras for the purposes of monitoring our premises and to support any pupil behavioural policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

## Biometric data

Where cashless canteens are in place, biometric information is collected and used only with consent. This is sought when a pupil joins the academy

## Parental / additional information

For the purpose of supporting our pupils we will also collect, hold and share<sup>1</sup> some parental or additional information i.e. name, address, contact details, parental responsibility, details of siblings not otherwise already pupils in our academies and details of parents' nominated emergency contacts.

## Early years pupil premium registration

We encourage nursery parents to see if their child is eligible for pupil premium as the academy receives extra funding if they are. The [early years pupil premium assessment](#) is usually processed by the London Borough of Enfield and their form asks for NI (National Insurance) or NASS (National Asylum Support Service) number.

We can also collect parents' forms and will securely pass them to the local authority for processing. As part of that process we will take a copy of the form as proof of sending and will destroy that copy once the local authority has returned the original and provided the result of the assessment.

The local authority will inform us who is eligible and whether we receive additional funding. If a child is not eligible, the original form will be securely destroyed. If the child is eligible, the original form will be attached to the child's record and securely destroyed once they leave the nursery.

## Free school meals assessment

We encourage parents to see if their child is eligible<sup>3</sup> for free school meals as the academy receives additional funding if they are. The [free school meals assessment](#) is usually processed by the London Borough of Enfield and their form asks for NI (National Insurance) or NASS (National Asylum Support Service) number.

We can also collect parents' forms and start the assessment process at the academy office via the [London Grid for Learning's](#) securely encrypted website; this significantly speeds up the administrative process as outlined below.

We use the information on the form to assess free school meal eligibility via the [free school meals eligibility checker](#) which provides us with a certificate for anyone who is eligible. If a pupil is not eligible, the original form will be securely destroyed. If the pupil is eligible the certificate is passed to the local authority and we retain a copy until the local authority informs us that the eligibility is recorded on their School Access Module (SAM). Once we receive this notification, the copy is securely destroyed.

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<sup>3</sup> Reception, year one and year two pupils are automatically entitled to free school meals but we can also assess if they would otherwise be eligible as, if they are, the academy will receive additional funding.

## Requesting access to personal data and individual rights

Parents and pupils have certain rights under the Data Protection Act, including the right to be given access to personal information we hold about them. This is known as a '*subject access request*' and both this process and how parents can access their child's educational record beyond that which we routinely share with them is fully explained in our [Data Protection Policy](#) available on our website.

Anyone wishing to make a subject access request may do so by contacting the academy office or our Data Protection Officer (Please see the 'contacts' section below).

## Contacts

If anyone wishes to discuss anything in this privacy notice or has any concerns about how we are collecting or using their personal data, you should raise your questions with us in the first instance. Please contact either the academy officer or email our Data Protection Manager at [information.access@chat-edu.org.uk](mailto:information.access@chat-edu.org.uk)

Please mark all correspondence for the attention of our Data Protection Manager.

Should we not be able to provide a satisfactory answer you may contact the Information Commissioner's Office (ICO) directly: -

Information Commissioner's Office  
Wycliffe House | Water Lane | Wilmslow | Cheshire SK9 5AF  
0303 123 1113 | [www.ico.org.uk](http://www.ico.org.uk)