



GDPR Privacy Notice Parent & Pupil

Who processes your information?

The Special Partnership Trust is the data controller of the personal information you provide. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Hazel La Borde is the Data Protection Officer. Her role is to oversee and monitor the Trusts data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01872 520385 or hlb@specialpartnership.org

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that the Trust upholds are imposed on the processor.

Why do we collect and use your information?

The Trust holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard pupils

What data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information e.g. names, unique pupil numbers and addresses
- Characteristics e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information e.g. number of sessions attended, number of absences and absence reasons
- Assessment information e.g. assessment results and progress information
- Relevant medical information
- Information relating to SEND
- Behavioural information e.g. number of temporary exclusions
- Information about any family circumstances which might affect pupils welfare or happiness.
- Information about any court orders or criminal petitions, this is so that we can safeguard the welfare and wellbeing of pupils.
- The Trust use CCTV to make sure the school site is safe and is clearly sign posted. CCTV is not used in private areas such as toilets.

- The Trust may take photographs or videos at School events to use on social media and on the School website. This is to show prospective parents and pupils what the School do. This would only apply if the appropriate consent has been given.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at the Trust and their families is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

How is the information stored?

The Trust store information on the School Information Management System (SIMS) and sometimes paper versions of documents. We hold education records securely until pupils change schools. The records are then securely transferred to the next educational provided. There are strict controls on who can access the information. The Trust will not share data if you have advised us that you do not want it shared unless it is a Safeguarding issue, Health & Safety issue or we are legally required to do.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The Trust is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

To find out more about data collection requirements placed on us by the DfE go to www.gov.uk/education/data-collection-and-censuses-for-schools

To find out more about NPD go to www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information

The Trust will not share your personal information with any third parties without your consent, unless the law allows us to do so. The Trust routinely shares pupils' information with:

- Pupils' destinations upon leaving the school
- The Local Authority
- The NHS
- The DfE
- The Special Partnership Trust

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how the Trust uses your personal data
- Request access to the personal data that the Trust holds
- Request that your personal data is amended if it is inaccurate or incomplete
- Request that your personal data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way the Trust and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (www.specialpartnershiptrust.org) or download our GDPR Data Protection Policy.