

## **Privacy Notice for Pupils and their Parents/Carers**

The Fritch Green Academy is a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school. We use this data to:

- keep accurate information on the pupils in our care
- keep accurate contact information for parents/carers
- support pupil learning
- monitor and report on pupil progress
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing
- comply with statutory requests for data from relevant authorities

### **The lawful basis on which we use this information:**

We collect and use information under Article 6 of GDPR, such as compliance with a legal obligation, for example in reporting Key Stage 2 assessments to the DFE. We also collect and use pupil information only where parents give explicit consent, under Article 9 of GDPR, such as health and wellbeing. This enables the academy to give additional support to those children who require it.

### **The categories of pupil information that we collect, hold and share include:**

- Personal information (such as name, unique pupil number, address and telephone numbers)
- 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)
- Medical, accident logs, home address and next of kin information for use with emergency services, statutory assessment services and social care
- Assessment information (such as attainment and progress records across curriculum subjects)
- Behavioural information (types of behaviour displayed, outcomes of incidents and number of exclusions)
- Safeguarding information (details of disclosures, outcomes of meetings, various plans and sensitive information regarding court proceedings, child protection plans and correspondence with outside agencies)
- Special Educational Needs and Disability information (medical reports, professional reports, provision maps, Education Health Care Plans, One Plans)

### **Collecting 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.

### **Storing data:**

We hold data for the length of time as set out in our Records Management Policy.

### **Who we routinely share information with:**

- schools that the pupil's attend after leaving us
- our local authority (Essex County Council)
- the Department for Education (DfE)
- professional agencies (i.e. NHS, school nurses, social workers, specialist teachers, occupational therapists, specialist teachers etc...)
- Management Information Systems (i.e. RM Integris, Classroom Monitor, MyConcern, Tapestry and Seesaw)
- academy staff

### **Why we share information:**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' 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 pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (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) go to <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 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 by law, to provide information about our pupils 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 NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils 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 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>

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

The Local Authority (LA) uses information about children for whom it provides services to, such as the assessment of any special educational needs. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

Primary Care Trusts (PCT) use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that data about an individual child may be provided to the child and its parents. This will require the PCTs to maintain details of pupils' names for this purpose for a period designated by the Department of Health following the weighing and measuring process. PCTs may also provide individual schools and the Local Authority with aggregate information on pupils' height and weight.

### **Requesting access to your personal data:**

Under data protection legislation, parents/carers 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 child's educational record, contact Sarah Evans, Vice-Principal.

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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

Sarah Evans, Vice-Principal via [admin@fritchgreen.net](mailto:admin@fritchgreen.net)