



Wise Owl Trust

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GDPR Privacy Notice (Pupils)

You have a right to be informed about how the Wise Owl Trust and your academy uses any personal information that we have about you. To comply with this, we provide this 'privacy notice' to you where we are processing your personal data which can also be found on our Academies websites.

This privacy notice explains how we collect, store and use your personal data.

We, the Wise Owl Trust, are the 'data controller' for the purposes of data protection law. Our Trust data protection officer is Emma Maddocks.

The categories of pupil 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 information (such as test results; SATs; RESPECT framework assessment)
- medical information (such as allergies; medical conditions)
- SEND information (such as Educational Psychology reports; Individual Education Plans)
- exclusions/behavioural information (such as Individual Behaviour Plans; Pastoral Support Plans; Boxhall Profile)
- safeguarding information (such as information shared with External Agencies; referrals to Children's Services)
- photographs
- CCTV images
- video images (ie as used with IRIS's video based learning platform for teachers)
- biometric details (such as Junior Librarian)

In relation to Children in Need and Looked after Children

- referral information; assessment information; Section 47 information; Initial Child Protection information and Child Protection Plan information
- episodes of being looked after (such as important dates; information on placements)
- outcomes (such as whether health and dental assessments are up-to-date; strengths and difficulties questionnaire scores and offending)
- adoptions (such as dates of key court orders and decisions)
- care leavers (such as their activity and what type of accommodation they have)
- Personal Education Plans
- Looked After Children reviews

Why we collect and use this information

We use this data to help the academy run, including:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to keep our children safe and ensure their well-being
- to ensure our children's medical needs are being met
- to get in touch with parents or carer's if we need to do so
- to track how well your academy as a whole is performing

In relation to Children in Need and Looked after Children

- provide you with pastoral care



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- evaluate and improve our policies on children's social care

The lawful basis on which we use this information

We will only collect and use your information when the law allows us to. Most often, we will use information where:

- we need to comply with the law
- we need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- you, or your parents/carers have given us permission to use it in a certain way
- we need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting pupil 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. If you must provide the data, we will explain what might happen if you don't.

Holding pupil data

We hold pupil data for the period during which you remain a pupil of an academy within the Wise Owl Trust. We may also keep it after you have left the academy, where we are required to by law.

We have a Retaining Records Schedule which sets out how long we must keep information. This is available on your academy website.

Who we share pupil information with

We do not share personal information about you with anyone outside the academy without permission from you or your parents/carers, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- other academies within the Wise Owl Trust
- other schools and academies which you have attended either before joining us or after leaving us
- our Local Authority to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions/attendance information
- the Department for Education (DfE) – this is statutory and underpins funding and educational attainment policy and monitoring
- your family and representatives
- educators and examining bodies (such as the Standards and Testing Agency)
- our regulator, Ofsted and other professional bodies
- suppliers and service providers – to enable them to provide the service we have contracted them for (ie football clubs; parent pay; Commando Joe etc)
- ICT systems (SIMS)
- survey and research organisations
- Security Organisations (Inventory systems)
- health and social welfare organisations (such as school nurse)
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals



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Why we share pupil information

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.

In relation to Children in Need and Looked after Children

We are required to share information about our pupils with the DfE on a statutory basis under Section 83 of 1989 Children's Act, Section 7 of the Young People's Act 2008 and also under section 3 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 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>. To contact DfE: <https://www.gov.uk/contact-dfe>

The Department may share information about 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>



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Transferring Data Internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your Rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be shared with
- let you know if we are using your data to make an automated decisions (decisions being taken by a computer or machine, rather than a person)
- give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request, in the first instance, please contact your Principal.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- say that you don't want it to be used if this would cause, or is causing, harm or distress
- stop it being used to send you marketing materials
- say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than a person)
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong. You can make a complaint at any time by contacting our Data Protection Officer. You can also complain to the Information Commissioner's Office

<https://ico.org.uk/concerns/>.

Further information

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

- Mrs Claire Hall – Briscoe Lane Academy
- Miss Hayley Brooker – Old Hall Drive Academy
- Miss Jane Dennis – Seymour Road Academy

This notice is based on the Department for Education's model privacy notice for pupils, amended to reflect the way we use data in the Wise Owl Trust