

Privacy Notice (How we use pupil information)

The Linden Academy uses pupil information so that pupils attending the academy receive a good quality education which meets their individual needs and to ensure their safety and wellbeing during the time they are with us. We use parental information to enable the academy to effectively communicate with parents and guardians with regards to their child's progress, events that are taking place at the academy such as parents evening and to be able to contact them in case of an emergency.

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

- Parental and pupil contact information such as name including first name(s), surname, legal and preferred, address(s), email address(s) phone number(s).
- Date of birth, age
- Gender
- Unique pupil number, admission number, school history, behaviour, achievement, attendance, SEND related information, languages such as English as an additional language
- Safeguarding information
- Photo for internal identification purposes only stored on our MIS
- CCTV in relation to our CCTV Policy for the safety and security of staff, pupils, visitors, contractors and property.

Special Categories of Personal Data:

- Ethnic Origin
- Religious beliefs
- Medical information such as dietary needs, any medication needed and accident reporting information.

Data Collected Under Consent

- Photographic and video data – we collect consent from the parent or guardian for the taking of photos and videos and whether they can be published on the website and other academy publications, social media and local newspapers.

Why we collect and use this information

- 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

The lawful basis on which we use this information

We collect and use pupil information under public task and as a legal obligation. As an academy, we are deemed to be a public body thus it is considered to be in the public interest that children receive an education and are kept safe.

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.

Storing pupil data

Under current recommendations from the DfE and the Information Record Management Society, we will hold pupil data for 5 years after the entire academic year group have left. The reason for this is so that we can continue to report and compare data over a 5 year period. Data that is collated and compared over a 5 year period provides far more detailed information regarding strengths and weaknesses of our provision. However, some data such as incident reports and safeguarding information may need to be held for longer. We are in the process of developing a retention policy stating which data we hold and how long we will hold it for.

Who we share pupil information with

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- the Department for Education (DfE)
- Police
- Other schools within The Shared Learning Trust
- Parent Online Payment Provider
- Alternative Provision Providers
- Communication Tools
- Online learning tools
- Online Health and Safety Tools
- Online safeguarding tools.

Why we share pupil 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.

We share data with selected 3rd party processors to enable online services such as communication tools and online learning tools. We are currently working with all of our suppliers to ensure that they are compliant with data protection law.

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>

Requesting access to your personal data

Under data protection legislation, parents 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.

Samia Akram

Email: tla.privacy@thesharedlearningtrust.org.uk

Phone: 01582 211 150

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:

The Linden Academy

Samia Akram

tla.privacy@thesharedlearningtrust.org.uk

01582 211 150

Or The Shared Learning Trust Data Protection Lead:

Nic Rowley

privacy@thesharedlearningtrust.org.uk

01582 811 520

Changes

The Linden Academy will update this notice from time to time and will be reissued when changes are made.