



## 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 information that we process:

- 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, 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, students, visitors, contractors and property

### Special Categories of Pupil Personal Data that we process:

- Ethnic Origin
- Religious beliefs
- Nationality
- 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.

### The categories of parental information that we process:

- Parental contact information such as Name including first name(s), surname, address(s), email address(s) phone number(s)

### Why we process 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
- in case of an emergency such as medical emergency
- in case of an unforeseen school closure or because of inclement weather
- to keep you up to date with school events such as parents evening

## The lawful basis on which we use this information

Public Task: 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.

Legal Obligations: The academy may need to use your child's information in order to comply with a legal obligation, for example to report a concern about your child's wellbeing to Children's Services. We may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so

Legitimate interests: This means that the processing is necessary for legitimate interests except where the processing is unfair to your child. The School relies on legitimate interests for most of the ways in which it uses your child's information. Specifically, the School has a legitimate interest in:

- Providing your child with an education
- Safeguarding and promoting your child's welfare and the welfare of other children
- Promoting the objects and interests of the School. This includes fundraising e.g. if we want to raise money to build new buildings
- Facilitating the efficient operation of the School
- Ensuring that all relevant legal obligations of the School are complied with.

Vital interests: For example, to prevent someone from being seriously harmed or killed.

## 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/Data Protection Act 2018, 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 previous use with 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
- The local authority
- 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 3<sup>rd</sup> 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>

## Your rights as data subjects

Under data protection law you have certain rights in respect of your data, as you can see below. If you would like to exercise any of these rights, please contact the academy using the details below:

Samia Akram – Assistant Principal

Email: [linden@thesharedlearningtrust.org.uk](mailto:linden@thesharedlearningtrust.org.uk)

Phone: 01582 211 441

1. The right to be informed – The information set out within this notice should inform you of why we process your personal data
2. The right of access – Subject to limited exceptions you can request us to send you copies of any data we process relating to you

3. The right to rectification – you can request we correct any data we process on you
4. The right to erasure – Subject to some exceptions, you can request that we delete any data we process on you. Please note that we may be required by certain legislation to retain data relating to you or we may otherwise need to hold certain data, for example for the defence of legal claims.
5. The right to restrict processing – Subject to some exceptions you can request that we limit the processing of the data we hold in respect of you
6. The right to data portability – under certain circumstances you can request for your data to be exported from our systems to a readable format for you to take elsewhere
7. The right to object – you can ask us to stop processing your personal data – again some exceptions apply
8. Rights in relation to automated decision making and profiling – where a decision has been made by automated means you can ask for human intervention. Please note The Shared Learning Trust and its academies do not carry out any automated decision making or profiling at this time.

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 Data Protection Lead:

Samia Akram – Assistant Principal

[linden@thesharedlearnigntrust.org.uk](mailto:linden@thesharedlearnigntrust.org.uk)

01582 211 441

## Changes

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

*We take the security of your data seriously. We have internal policies and controls in place to help ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed or made available except to authorised personnel in the proper performance of their duties or to restricted third party organisations who process data on our behalf and who are contractually obliged to ensure the security of your data*