

Privacy Notice for pupils, parents and families

This notice explains why Aurora Academies Trust collects pupil, parent and family information (known as personal data) and how we use and share it. For the purposes of data protection law Aurora Academies Trust is the “data controller”.

The categories of personal data that we collect, hold and share include:

- Children’s personal information (such as name, photo, unique pupil number and address)
- Contact details for parents and guardians
- 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 scores and progress data)
- Relevant medical information (such as allergies)
- Special Educational Needs information (such as assessments carried out by professionals)
- Exclusions and behavioural information (such as number of fixed and permanent exclusions and the reasons for them)
- Family circumstances (such as where children are “looked after” or where there is a child protection plan in place)
- CCTV images.

Why we collect and use this personal data

We use this personal data:

- to support pupil learning
- to monitor and report on pupil progress
- to communicate with parents and guardians
- to provide support for special educational needs
- to provide appropriate pastoral care
- to assess the quality of our teaching
- to provide family support services
- to comply with the law regarding data sharing
- to promote the work of our schools
- to provide a safe school environment.

The lawful bases on which we use this information

We collect and use this information in accordance with data protection law, specifically Article 6 of the General Data Protection Regulation. The lawful bases on which we use personal data are

- where we have consent to do so (e.g. where we have received consent from parents or pupils)
- where we have a legal obligation to do so (e.g. where we are required to share examination data with the Department for Education)
- where we are performing a public task (i.e. the publicly funded education of children).

Collecting personal data

We collect this data in a number of ways, for example via the form that a parent completes when the pupil joins the school and via assessment and monitoring of pupils throughout the school year. Sometimes we may use software or apps to collect and store this information.

Whilst the majority of information you provide to us is mandatory, some of it may be provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this. Where we ask for your consent to use information you are entitled to withdraw consent at any time.

Storing information

We hold this information for as long as the pupil attends the school or, in the case of family support work, for as long as we are working with a family. Emails and documents containing this information may be stored on a server or cloud based storage system after the pupil has left the school. We may also retain basic personal (e.g. name, date of birth and dates of attendance at school) for a longer period of time.

Transfer of personal data

Some information may be transferred overseas, for example if a school website, email or document management system is hosted overseas. Data protection laws allow us to transfer personal data within the European Economic Area. Where the transfer is to a recipient outside of the EEA we will ensure that there are adequate protections in place, such as use of the Privacy Shield scheme in the USA.

Who we share information with

We routinely share information with:

- schools that pupils attend after leaving us
- the local authority
- the Department for Education (DfE)
- health visitors or school nurse
- third parties working in school (e.g. catering companies who need pupil allergy information or organisations running after school clubs)
- software providers (e.g. where we use software for the purposes of tracking attainment or behaviour).

Why we share information

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

Information shared with the DfE

We are required by law to share certain information with the DfE. This information sharing underpins school funding and educational attainment policy and monitoring. To find out more about the data collection requirements placed on us by the Department for Education go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Information shared with youth support services

When our pupils reach the age of 13, we may pass information to the local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers
- post-16 education and training providers (pupils aged 16+).

A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the pupil once he/she reaches the age of 16.

The National Pupil Database (NPD)

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. 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 DfE 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 DfE has 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 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 information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

Requesting access to personal data

Under data protection legislation, parents and pupils have the right to request access to personal data about them that we hold. This is called a Subject Access Request. To make a request, please contact the Data Protection Officer.

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

For more information on how to make a request please visit the following website

<https://ico.org.uk/for-the-public/personal-information/>

If you have a concern about the way we are collecting or using your personal information, we request that you raise your concern with the Data Protection Officer in the first instance. You may also 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 your headteacher or head of school or other Aurora member of staff if your child or children do not attend an Aurora school.

Alternatively you can contact the Data Protection Officer c/o Aurora Academies Trust, Glenleigh Park Primary Academy, Gunter's Lane, Bexhill on Sea, East Sussex TN39 4ED or via email at dataprotectionofficer@auroraacademiestrust.org.

25 May 2018