General Data Protection Regulations (GDPR) Privacy Notice for Pupils and their Families

Who processes your information?

Sitwell Junior School is part of Inspire Learning Trust, which also includes Oakwood High School, Winterhill School and Thomas Rotherham College. The Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. This Privacy Notice covers both the Trust and Sitwell Junior School.

Mrs S Tabasum, on behalf of the Trust acts as a representative for Sitwell Junior School with regard to its data controller responsibilities for pupils and their families; she can be contacted on 01709 531867 or via email at **info@sitwelljunior.uk**

Mr D Naisbitt, CEO, Inspire Learning Trust is the Data Protection Officer for the Trust with regard to its data controller responsibilities; he can be contacted on 01709 300600 or via email at **dpo@inspiretrust.uk**

Data Protection Enquiries for the Individual academies should be directed as follows:

Mr P Storey, Headteacher, Oakwood High School - **info@oakwood.ac**
Mrs J Dawson, Headteacher, Sitwell Junior School – **info@sitwelljunior.uk**
Mr C Walls, Assistant Principal, Thomas Rotherham College – **trcinfo@trc.ac.uk**
Dr A Reeder, Headteacher, Winterhill School - **admin@winterhill.org.uk**

The Trust employs the services of an external advisor Mr Tim Pinto who can be contacted via the school. Mr Pinto's role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Inspire Trust upholds are imposed on the processor.

Why do we collect and use your information?

Inspire Learning Trust holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, Local Authority and/or the Department for Education. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996 (including duties under section 507B)
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

- identification and security purposes
- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our service
- to comply with the law regarding data sharing
- to safeguard the health and wellbeing of pupils (including contacting the stated emergency contact person/s)
- to celebrate pupil achievement.

Pupil personal data is held in the following systems which have been confirmed as compliant with the General Data Protection Regulations:

- Arbor (Information Management system)
- CPOMS (Child Protection records)
- Cypad - A part of ParentPay (School meals)
- ParentPay (Payment system for parents and pupils for school trips, school meals, after school clubs and breakfast club)
- Password protected network drives and email
- Evolve Educational Visits
- Reading Eggs (Learning Resource)
- Times Tables Rockstars (Learning resource)
- Class Dojo (App to showcase children's learning with parents)
- Google Forms

Failure to provide personal data

The Trust does not need to secure your consent for the collection of your child's personal data as there is a legitimate need for collection (as outlined above). However, the Trust has a duty to inform you of what types of data are retained, for how long and wherever possible to provide you secure access to your own data. You can decline to provide your data, however, if a pupil (or their parent / carer) fails to provide their personal data, there may be significant consequences. The school may be unable to:

- contact or report to the next of kin
- safeguard a pupil
- administer first aid
- produce care plans for pupils with medical needs
- provide a timetable for the pupil within the correct teaching groups to give them the best opportunity to learn and improve
- offer additional intervention to the pupil, including provision of Special Educational Need and English as an Additional Language support and other appropriate support
- assess the pupil and report on progress and attainment
- enter the pupil for formal examinations
- provide or maintain a place at the school for the pupil
- provide school meals
- offer the pupil an electronic device such as a Chromebook for use in school only
- take a pupil on school trips

Which data is collected?

The personal data the school collects, holds and shares include the following:

- personal information: names, pupil telephone numbers, addresses, email, school photo, date of birth, parent / carer name address and contact details, emergency contact details, links to siblings
- characteristics: gender, ethnicity, home language, nationality, country of birth, religion and free school meal eligibility
- looked after child data
- educational history
- attendance data
- pupil work and assessment data
- medical and first aid data (including specific dietary requirements)
- Special Educational Needs and Care Plan data
- behavioural information, including incidents involving the pupil
- safeguarding data (including accidents)
- examination data
- school trip permissions (via consent)
- permissions for pupil photo or image for publicity (via consent)

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Sitwell Junior School and their families is stored in line with the school's Records Management Schedule. In accordance with the UK GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected or in line with legal or regulatory requirements.

Will my information be shared?

The Trust is required to share pupils' data with the Department for Education (DfE) on a statutory basis, we do not need consent for this, this includes the following:

- attainment and examination results
- attendance, absence, exclusions
- pupil characteristics
- performance.

The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England. The Trust and therefore Sitwell Junior School, are required by law to provide information about pupils to the DfE as part of statutory data collections; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NPD with third parties who promote the education or wellbeing of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NPD is maintained.

In the provision of education to pupils, we have a legal basis to routinely share pupils' information with:

- other schools
- the local authority
- the Department for Education
- the National Health Service
- the police
- examination boards.

The information that we share with these parties includes the following:

- personal details including contact information
- attendance, absence, exclusions and behaviour
- assessment, attainment and examination results
- medical
- SEND

- pupil transfer between schools

Safeguarding

Please note, we do not need parental consent to share information which we deem appropriate to safeguard or support children and their families. This right is provided by the statutory guidance for schools and colleges in 'Keeping Children Safe in Education'. This privacy notice is informing you that for the purposes of safeguarding, information may be requested by and shared with a range of services and agencies who work with us to support and protect children and their families.

These include:

- the police
- the local authority, including social care, early help and other such services
- 0-19 Health Service
- Other agencies as part of the multi-agency approach as set out in Working Together to Safeguard Children
- Other schools, colleges and education services providers

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data:

- be informed about how the Trust and Sitwell Junior School uses your personal data (and this notice informs you of that)
- request access to the personal data that Sitwell Junior School holds (where access is not already provided)
- request that your personal data is amended if it is inaccurate or incomplete
- request that your personal data is erased where there is no compelling reason for its continued processing
- request that the processing of your data is restricted
- object to your personal data being processed

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way the Trust or Sitwell Junior School is collecting or using your personal data, you can raise a concern with the Headteacher; Jennifer Dawson on 01709 531867.

You can also raise a concern with the Information Commissioner's Office (ICO), on 0303 123 1113, Monday-Friday 9am-5pm.

The Trust reserves the right to update as and when required and will post updates on our school websites.

Where can you find out more information?

If you would like to find out more information about how the Trust use and store your personal data, please visit our website **www.inspirelearningtrust.uk**