



Privacy Notice for parents and pupils: How we use pupil information

Why do we collect and use pupil information?

Five Rivers Multi Academy Trust (the accountable body for Tinsley Meadows Primary Academy and Abbeyfield Primary Academy) is a data controller for the purposes of the General Data Protection Regulation 2018 (GDPR).

We collect pupil data and use it:

- 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 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;
- special educational needs information;
- relevant medical information;
- exclusions / behavioural information.

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 (GDPR), 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

Pupil data is stored securely and retained according to the Trust's retention schedule. The retention schedule specifies the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use. Some retention periods are governed by statute; others are guidelines following best practice. Every effort has been made to ensure that retention periods are compliant with the requirements of the GDPR and the Freedom of Information Act 2000.

Who do we share pupil information with?

We routinely share pupil information with:

- schools that our pupils attend after leaving us

- the local authority
- the Department for Education (DfE)
- the school nurse and CCG/NHS

Why we share pupil information

We do not share information about our pupils with anyone outside school without consent unless the law and our policies allow us to do so. If we require any further information about pupils or parents, we will explain the reason for this, tell you who we are sharing it with (if applicable) and we will ask the pupil or parent to sign a consent form before any information is used or shared. Once we have used your information for the purpose intended we will destroy this information swiftly and securely.

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.

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 pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 to be given access to your child's educational record, contact the Principal/Head of School:

- Deborah Sanderson (Principal) if you are a pupil at Tinsley Meadows Academy
- Helen Best (Principal) if you are a pupil at Abbeyfield Primary Academy

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.

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 in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact:

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

FRMAT Central Team:

Emma Farmer (Director of Business Strategy) enquiries@fiveriversmat.uk

Tinsley Meadows:

Deborah Sanderson (Principal) enquiries@tinsleymeadows.sheffield.sch.uk

Abbeyfield:

Helen Best (Principal) headteacher@abbeyfield.sheffield.sch.uk

Or

FRMAT Data Protection Officer: Andy Wynne andy.wynne@learnsheffield.co.uk

Privacy notice written: Nov 2018