



Privacy Notice for Pupils (Parents & Carers for children under 13)

How we use pupil information

You have a legal right to be informed about how our Trust uses any personal information that we hold about your child. To comply with this, we provide a 'privacy notice' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about pupils.

We, The Diamond Learning Partnership Trust, Andrew Road, Eynesbury, St Neots, Cambridgeshire, PE19 2QE, are the 'data controller' for the purposes of data protection law.

Our data protection officer is The ICT Service (see 'Contact us' below).

The personal data we hold

We hold some personal information about pupils to make sure we can help pupils learn and keep them safe at school.

For the same reasons, we get information about pupils' from some other places too – like other schools, the local council and the government.

This information includes:

- Personal identifiers and contacts (such as name, unique pupil number, contact details, contact preferences, date of birth, identification documents and address)
- Characteristics (such as ethnicity, language, and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Special educational needs (including the needs and ranking)
- Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- Assessment and attainment (such as key stage 1 and phonics results, and any relevant results)
- Behaviour and achievement information
- Exclusions (and any relevant alternative provision put in place)
- Pupil and curricular records
- Photographs for identifications purposes, class photographs, school notice boards and websites (where parental permission has been given)

- CCTV images in schools where CCTV cameras are operational for security purposes
- Trips and activities

Why we collect and use pupil information

We collect and use pupil information to help run the Trust and associated academies and for the following purposes:

- Get in touch with parents when we need to
- To support pupil learning
- To monitor and report on pupil attainment progress
- To provide appropriate pastoral care
- To assess the quality of our services
- Administer admissions waiting lists
- To keep children safe (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide an education)
- In order to support your child's education

Sometimes, we may also use your personal information where:

- Parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest) such as providing medical information to emergency services

Where we have got permission to use a pupil's data, the parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

How we collect pupil information

Pupil data is essential for the Trusts' operational use and for the Trust to be able to provide an education for the pupil.

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you or your child, we will make it clear whether providing it is mandatory or if you have a choice in this.

In some cases we collect pupil information via Common Transfer File (CTF) or secure file transfer from previous school.

How we store this data

We keep personal information about pupils while they are a pupil in our Trust. We may also keep it beyond their attendance at our Trust if this is necessary in order to comply with our legal obligations.

We have a Data Retention Policy which sets out how long we must keep information about pupils. For more information on our data retention schedule and how we keep your child's data safe, please contact the School Office.

Data sharing

We do not share personal information about our pupils with anyone outside the Trust without consent, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about pupils with:

- Our local authority to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- Schools that the pupils attend after leaving us
- The Department for Education (a government department)
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator (e.g. Ofsted, Independent Schools Inspectorate)
- Suppliers and service providers – so that they can provide the services we have contracted them for such as catering services, school photographer etc.
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations (such as Educational Psychologists)
- Professional advisers and consultants
- Charities and voluntary organisations such as the academy parent PTA
- Police forces, courts, tribunals
- Professional bodies

The National Pupil Database (NPD)

We are required to provide information about pupils to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others.

The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your child's data.

You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#)

You can also [contact the Department for Education](#) if you have any questions about the database.

Requesting access to your personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the organisation holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent. To make a request for your child's personal information, contact the Headteacher.

If you make a subject access request, and if we do hold information about your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your child's personal information to be transmitted electronically to another organisation in certain circumstances.

Under certain circumstances 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
- A right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your child's personal data, you should raise your concern with us in the first instance. You can do this by speaking to your Headteacher or our Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you have any questions, concerns or would like to discuss anything in this privacy notice, please contact the Headteacher or our data protection officer:

The ICT Service dpo@theictservice.org.uk or 0300 300 00 00 option 1

Jan 2019